DSm725/DSm730
LD225 / LD230
Aficio™ 3025/3030
IS 2225 / IS 2230

Operating Instructions
Copy Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in the "General Settings Guide" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.3 "Machine Types".)

- Type 1:DSm725/LD225/Aficio 3025/IS 2225
- Type 2: DSm730/LD230/Aficio 3030/IS 2230

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

220 - 240V, 50/60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the General Settings Guide.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

📎 Note
❒ Manuals provided are specific to machine type.
❒ Adobe Acrobat Reader / Adobe Reader is necessary to view the manuals as a PDF file.
❒ Two CD-ROMs are provided:
- CD-ROM 1 "Operating Instructions"
- CD-ROM 2 "Scanner Driver and Document Management Utility"

❖ General Settings Guide
Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Security Reference
This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ Network Guide (PDF file - CD-ROM1)
Provides information about configuring and operating the printer in a network environment or using software.
This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model.

❖ Copy Reference (this manual)
Describes operations, functions, and troubleshooting for the machine's copier function.

❖ Facsimile Reference <Basic Features>
Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ Facsimile Reference <Advanced Features>
Describes advanced facsimile functions such as line settings and procedures for registering IDs.

❖ Printer Reference
Describes system settings, operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder Lite**
DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility".

- DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the **[Setup]** display when DeskTopBinder Lite is installed.

- DeskTopBinder Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.

❖ **Other manuals**
- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

# What You Can Do with This Machine

Types of Duplex Copies

● 1-sided 2 Pages→2-sided 1 Page (see p.46 "❖ 1 Sided→2 Sided")

● 2-sided 1 Page → 2-sided 1 Page (see p.46 "❖ 2 Sided→2 Sided")

● 1-sided 4 Pages →2-sided 1 Page (see p.49 "❖ 1 Sided 4 Pages →Combine 2 Side")
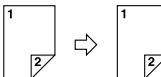
● 2-sided 2 Pages→2-sided 1 Page (see p.50 "❖ 2 Sided 4 Pages →Combine 2 Side")

● 1-sided 8 Pages →2-sided 1 Page (see p.49 "❖ 1 Sided 8 Pages →Combine 2 Side")
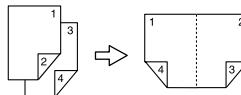
● 2-sided 4 Pages→2-sided 1 Page (see p.50 "❖ 2 Sided 8 Pages →Combine 2 Side")

● 1-sided 16 Pages → 2-sided 1 Page (see p.50 "❖ 1 Sided 16 Pages →Combine 2 Side")
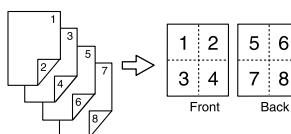
● 2-sided 8 Pages → 2-sided 1 Page (see p.50 "❖ 2 Sided 16 Pages →Combine 2 Side")

● Bound Originals → 2-sided Pages (see p.51 "❖ Book →2 Sided")
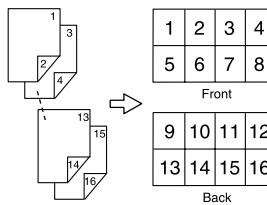
● Front/Back Bound Originals → 2-sided Pages (see p.51 "❖ Front & Back →2 Sided")
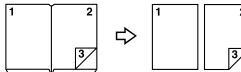
Copying Book Originals

● 1-sided 4 Pages→Booklet (see p.53 "❖ 1 Sided→Booklet")

Open to Left
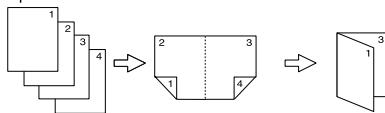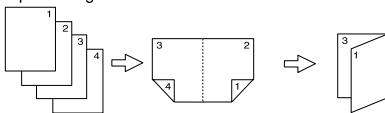
Open to Right

● 2-sided 2 Pages→Booklet (see p.53 "❖ 2 Sided→Booklet")

Open to Left
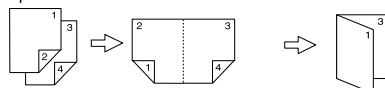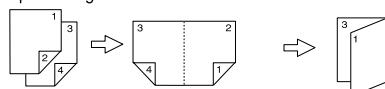
Open to Right

● 1-sided →Magazine (see p.53 "❖ 1 Sided→Magazine")

Open to Left
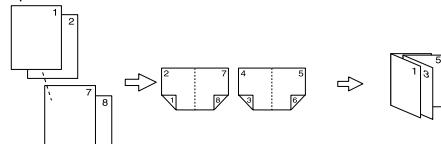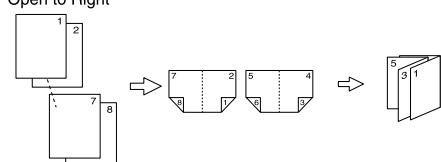
Open to Right

● 2-sided →Magazine (see p.54 "❖ 2 Sided→Magazine")

Open to Left

Open to Right

iv
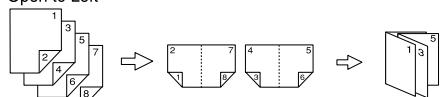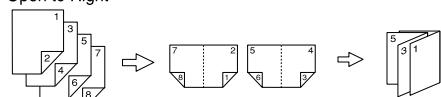
Combining Multiple Pages onto a Single Page (see p.48 " One-Sided Combine")

● 1-sided 2 Pages → 1-sided 1 Page
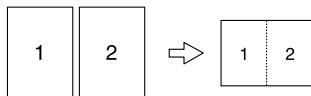
● 2-sided 1 Page → 1-sided 1 Page

● 1-sided 4 Pages → 1-sided 1 Page
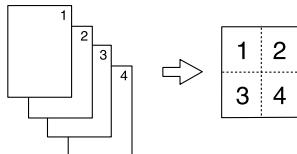
● 2-sided 2 Pages → 1-sided 1 Page
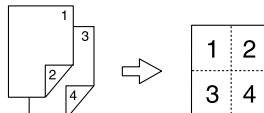
● 1-sided 8 Pages → 1-sided 1 Page
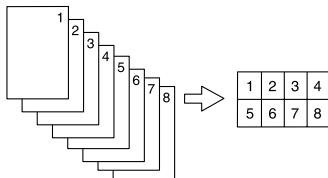
● 2-sided 4 Pages → 1-sided 1 Page
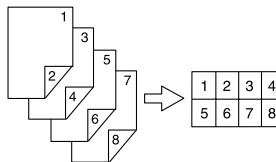
Copying Originals Such as Books (see p.51 "Series Copies")

● Bound Originals → 1-sided Pages

● Bound Originals → 2-sided Pages

● Front/Back Bound Originals → 2-sided Pages
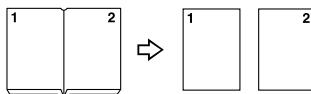
Copying 2-Sided Pages onto 1-Sided Pages (see p.46 "2 Sided→1 Sided")

● 2-sided 1 Page → 1-sided 2 Pages

TABLE OF CONTENTS

3. Troubleshooting

4. User Tools (Copier/Document Server Features)

5. Specifications

Notice

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

• WARNINGS and CAUTIONS are notes for your safety.

⚙Important

If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this.

📑 Preparation

This symbol indicates prior knowledge or preparations are required before operation.

✎ Note

This symbol indicates precautions for operation or actions to take after following mal-operation.

📍 Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔍Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

【   】

Keys built into the machine's control panel.

2

Machine Types

This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover of this manual.

	Type 1	Type 2
Copy speed	25 copies/minute (A4 �_____, $8^1/_2$" × 11" _____)	30 copies/minute (A4 _____, $8^1/_2$" × 11" _____)

Functions that Require Options

The available functions depend on your machine configuration and which options you have. See the table below.

❍Required options

Functions / Options	Batch	SADF	Mixed Size	Job Preset	Copy from the Bypass Tray	Shift Sort *3	Shift Stack *3	Staple	Duplex	1 Sided 4, 8, 16 Pages → Combine 2 Side	2 Sided 4, 8, 16 Pages → Combine 2 Side	Series Copies	Designates	Background Numbering	Preset Stamp *4	User Stamp	Store File
Auto Document Feeder (ADF)	○	○	○														
Shift Sort Tray						○	○										
500-sheet finisher, 1000-sheet finisher *1, *2								○									
Duplex unit									○	○	○	○	○				
Bypass tray					○												
HDD				○								○		○		○	○

*1 To use the 500-sheet finisher, the bridge unit is required.
*2 To use the 1000-sheet finisher, the bridge unit and paper tray are required.
*3 The finisher or shift sort tray is required.
*4 When you select English language in Preset Stamp, HDD is not required. However, HDD is required when any other language is selected.

Control Panel

This illustration shows the control panel of a machine that has all options fully installed.

ZLFS320N
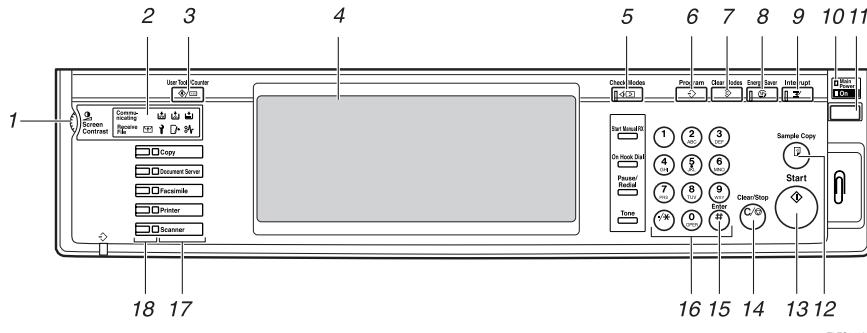
1. Screen Contrast knob

Adjusts display panel brightness.

2. Indicators

Display the status of the machine or indicate errors.

- 🔖: Add Staple indicator
- 🔖: Add Toner indicator
- 🔖: Load Paper indicator
- 🛠: Service Call indicator
- ⬜: Open Cover indicator
- 🔧: Misfeed indicator

See "Control Panel", *General Settings Guide*.

3. 【User Tools/Counter】 key

- User Tools
  Press to change the defaults and conditions to meet your requirements.
- Counter
  Press to check or print the counter value.
- Inquiry
  Press to find where to order expendable supplies and where to call when a malfunction occurs. You can also print these details.

4. Display panel

Displays operation status, error messages, and function menus.

5. 【Check Modes】 key

Press to check the entered copy job settings.

6. 【Program】 key

Press to select the program mode. See p.76 "Programs".

7. 【Clear Modes】 key

Press to clear the previous copy job settings.

8. 【Energy Saver】 key

Press to switch to and from Energy Saver mode. See *General Settings Guide*.

9. 【Interrupt】 key

Press to interrupt a long copy job to make copies. See p.20 "Interrupt Copy".

10. Main power indicator and On indicator

The main power indicator goes on when you turn on the main power. The On indicator lights when the power is on.

⚠️Important

❒ Do not turn off the main power switch while the On indicator goes on or is flashing. The hard disk may malfunction.

11. Operation switch

Press to turn the power on (the **On** indicator goes on). To turn the power off, press again (the **On** indicator goes off).

12. 【Sample Copy】 key

Press to make a single set of copies or prints to check print quality before making multiple sets. See p.41 "Sample copy".

13. 【Start】 key

Press to start copying. Press to start scanning or printing documents stored using the Document Server function.

14. 【Clear/Stop】 key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a job in progress.

15. 【#】 key

Press to enter a numerical value.

16. Number keys

Press to enter the numbers for copies and data for the selected function.

17. Function keys

Press to select one of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

18. Function status indicators

Display the status of the above functions:

- Yellow: selected
- Green: active
- Red: interrupted

Display Panel

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like [Full Size]. Keys appearing as [OK] cannot be used.

✎ Note

❐ The following illustration is an example based on a machine with the 1000–sheet finisher installed.

❖ Initial copy display
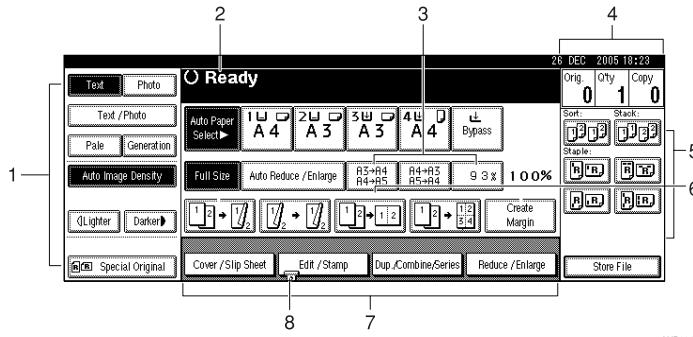
AHR024S

1. **Original function, Image Density and Special Original function.**

2. **Operational status and messages.**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See p.97 "Shortcut R/E".**

4. **Numbers of originals scanned into memory, copies set, and copies made.**

5. **Sort, Stack, Staple functions.**

6. **Displays contents of the Shortcut keys. You can register frequently used functions in these keys. See p.96 "Copy Function Key: F1-F5".**

7. **Displays available functions. Press a function name to display its menu. For example, press [Reduce/Enlarge] to bring up the Reduce/Enlarge menu.**

8. **A clip mark indicates the currently selected function.**

1. Placing Originals

Originals

Sizes and Weights of Recommended Originals

❖ **Metric version**

Original location	Original size	Original weight
Exposure glass	Up to A3	--
ADF	One-sided originals: A3◻ – A5 ◻◻	40–128 g/m²
	Two-sided originals: A3◻ – A5 ◻◻	52–105 g/m²

❖ **Inch version**

Original location	Original size	Original weight
Exposure glass	Up to 11" × 17"	--
ADF	One-sided originals: 11" × 17"◻ – $5^1/_2$" × $8^1/_2$" ◻◻	11–34 lb.
	Two-sided originals: 11" × 17"◻ – $5^1/_2$" × $8^1/_2$" ◻◻	14–28 lb.

🖉 **Note**

❐ The number of originals that can be placed in the ADF is about 50.

❐ The weight range for originals when using the Mixed Size function is 52–81 g/m², 13.8–21.5 lb.

❐ Paper of 433 mm (17.0") in length, or larger, is likely to jam, crease, or not feed in properly.

Non-recommended originals for the Auto Document Feeder

Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on p.9 "Sizes and Weights of Recommended Originals".
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note
❒ The original might become dirty if it is written with a pencil or a similar tool.

Sizes Detectable by Auto Paper Select

❖ **Metric version**

Size / Original location	A3	B4 JIS *2	A4	B5 JIS	A5	11" × 17"	$8^1/_2$" × 14"	$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$"	$8^1/_2$" × 13" *1
Exposure glass	○	○	○	○	×	×	×	×	×	○
ADF	○	○	○	○	○	×	×	×	×	×

*1 You can select from $8^1/_2 \times 13$", $8^1/_4 \times 13$", $8" \times 13$" with User Tools (System Settings). See "<F/F4>Size Setting "in "General Features", *General Settings Guide*.
*2 JIS stands for Japanese Industrial Standard.

○: Detectable size

×: Undetectable size

❖ **Inch version**

Size / Original location	A3	B4 JIS	A4	B5 JIS	A5	11" × 17"	$8^1/_2$" × 14"	$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$"	$8^1/_2$" × 13"	8" × 10"	10" × 14"	$7^1/_4$" × $10^1/_2$"
Exposure glass	×	×	×	×	×	○	○	○	×	×	×	×	×
ADF	×	×	×	×	×	○	○	○	○	×	×	○	×

○: Detectable size

× : Undetectable size

❖ **Exposure glass**

Positioning mark

A3

Horizontal size

Vertical size

Maximum scanning area
A3 (297x420 mm)
11"x17" (279x432 mm)

A4 A3

CP01AEE

❖ **ADF**

Horizontal size

Vertical size

Maximum scanning area
(297x1260 mm)
(11"x49")

A4 A3

CP02AEE
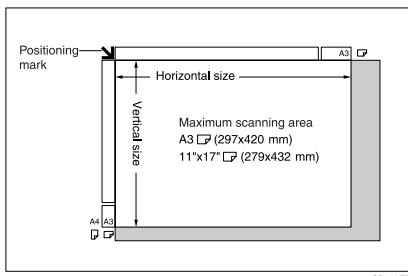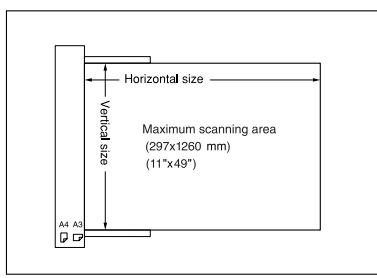
✐ **Note**

❒ When copying custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.17 "Placing custom size originals".

11

1

Sizes difficult to detect

It is difficult for the machine to automatically detect sizes of the following types
of original, so select the paper size manually.

- Originals with indexes, tags, or other protrusions
- Transparent originals such as OHP transparencies or translucent paper
- Text or picture dense original
- Originals containing solid images
- Originals containing solid images around their edges

Missing Image Area

♥ Limitation
❒ Even if you place originals correctly in the ADF or on the exposure glass, a
margin of 3 mm (0.1″) around all four sides might appear on copies.

Placing Originals

1

Note

❒ Place originals only when all correction fluid and ink has completely dried. Not taking this precaution could result in a dirtied exposure glass, creating blemished copies.

Reference

For original sizes you can set, see p.9 "Originals" .

Original Orientation

You can set the original orientation in the following ways.

(this function is useful for copying torn originals or large originals):

❖ **Standard orientation** `RR`
Select this function when original orientation is the same as copy paper orientation.

❖ **90° turn** `⊞⊞`
Use this to copy A3 ⫿, B4 JIS ⫿ or 11" × 17" ⫿ size originals. The machine rotates the copy image by 90°. This is useful for copying large originals using the Staple, Duplex, Combine, or Stamp functions.

For example, to copy A3 ⫿ or 11" × 17" ⫿ originals with the Staple function selected:
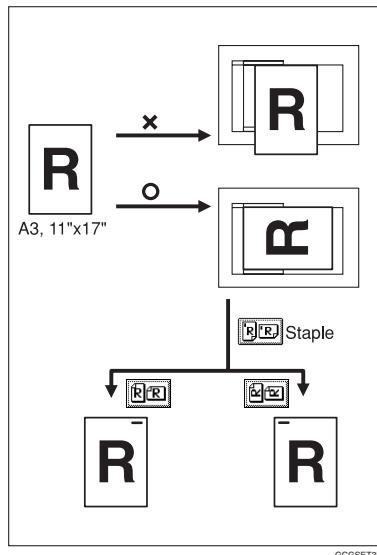
GCGSET3E

Note

❒ You are recommended to use this function with the Auto Paper Select or Preset Reduce/Enlarge function.

A **Press [Special Original].**

13

1
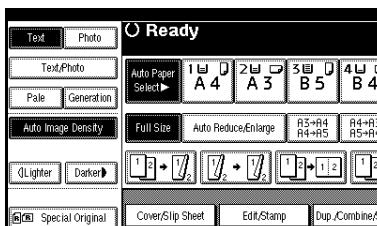
B Select the original orientation.

Standard orientation

A **Make sure** **is selected.**
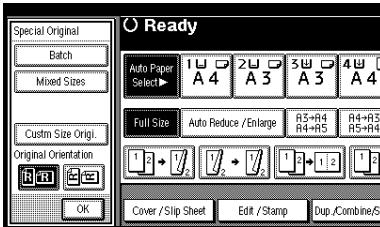
90° turn

A **Place original in the landscape orientation, and then press** **.**
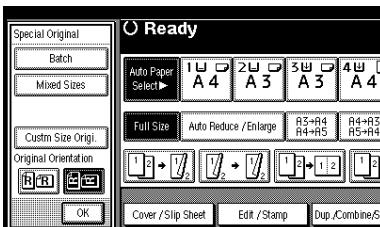
C Press [OK].

Placing Originals on the Exposure Glass

A **Lift the exposure glass cover or the ADF.**

⚠️Important

❒ Do not lift the exposure glass cover or the ADF forcefully. If you do, the ADF cover might open or be damaged.

🖉 Note

❒ Be sure to lift the exposure glass cover or ADF more than 30°. If you do not, the size of the original might not be detected correctly.

B **Place the original face down on the exposure glass. It should be aligned with the rear left corner.**
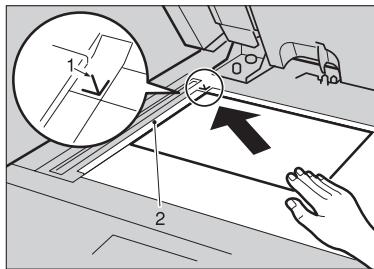
1. **Positioning mark**

2. **Scale**

🖉 Note

❒ Start with the first page to be copied.

C **Lower the exposure glass cover or ADF.**

14

Placing Originals in the Auto Document Feeder

Settings should be made in the following situations:

❖ **When placing originals consisting of more than 50 pages:**
p.15 "Batch"

❖ **When placing originals one by one:**
p.16 "SADF"

❖ **When placing same width originals of different sizes:**
p.16 "Mixed size"

❖ **When placing custom size originals:**
p.17 "Placing custom size originals"

✐ Note

❒ Do not stack originals above the limit mark on the side guide of the ADF.

❒ The last page should be on the bottom.

❒ Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the scanned image incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.
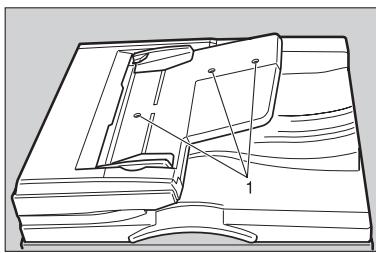
ZEVH210E

1. **Sensors**

🄰 **Set the document guide to the original size.**

🄱 **Place the aligned originals face up into the ADF.**
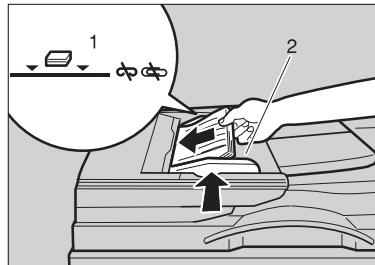
ZLFH050E

1. **Limit mark**

2. **Document guide**

✐ Note

❒ Straighten any curls in the originals before placing them in the ADF.

❒ To prevent multi-sheet feeds, fan the originals before placing them in the ADF.

❒ Place the originals squarely.

Batch

When using Batch, the machine copies originals of more than 50 pages as a single document, even if placed in the ADF in parts.

⚠️Important

❒ Place special originals, such as translucent paper, one by one.

1

🄰 Press [Special Original].
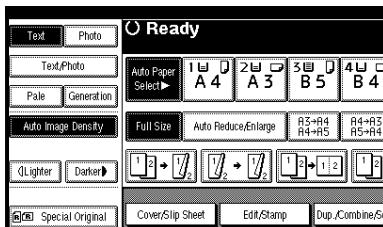
🄱 Press [Batch], and then press [OK].

✐ **Note**
❒ If **[SADF]** is displayed, change the settings. See p.104 "Switch to Batch (SADF)".

🄲 Place the first part of the originals, and then press the 【Start】 key.

🄳 After the first part of the originals has been fed, place the next part.

🄴 When the Sort, Combine, or Duplex function is set, press the 【#】 key after all originals have been scanned.

🄵 Press the 【Start】 key.

SADF

When using SADF, even when an original is placed page by page in the ADF, each page is automatically fed as it is placed.

🗒 **Preparation**
To use the SADF function, make a setting in User Tools (Copier/Document Server Features), so **[SADF]** is displayed when you press **[Special Original]**. See p.104 "Switch to Batch (SADF)".

🔎 **Reference**
For related default settings, see p.97 "Shortcut R/E".

16

🄰 Press [Special Original].
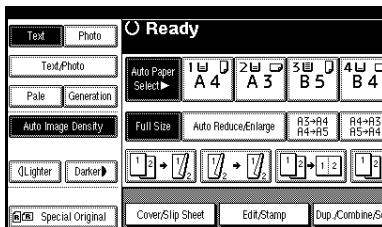
🄱 Press [SADF], and then press [OK]

🄲 Place one page of an original, and then press the 【Start】 key.

🄳 When the machine instructs you to place another original, place the next page.

Second and subsequent pages will feed in automatically without your pressing the 【Start】 key.

✐ **Note**
❒ When the Sort, Combine or Duplex function is set, press the 【#】 key after all originals have been scanned.
❒ You can adjust the time the machine waits before becoming ready for the next original. See p.104 "SADF Auto Reset".

Mixed size

When placing different size originals of the same width in the ADF together, the machine automatically checks the size of the originals and makes copies.

✐ **Note**
❒ When placing same width originals of different sizes in the ADF and making copies without using the Mixed size function, parts of the original image might not copy, or the paper might become jammed.

❒ Copy speed and scanning speed can be reduced.

❒ You can place originals of two different sizes at once.

❒ Sizes of originals that can be placed together using this function are as follows:

Metric version	A3↴, A4↴, A4↴, A5↴, A5↴, B4 JIS↴, B5 JIS↴, B5 JIS↴
Inch version	11" × 17"↴, $8^1/_2$" × 11"↴, $8^1/_2$" × 11"↴, $5^1/_2$" × $8^1/_2$↴, $5^1/_2$" × $8^1/_2$↴, $8^1/_2$" × 14"↴, 10" × 14"↴

A Press **[Special Original].**
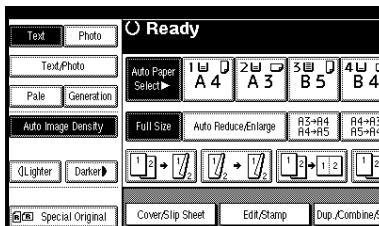
B Press **[Mixed Size], and then press [OK].**

C Align the rear and left edges of the originals as shown.
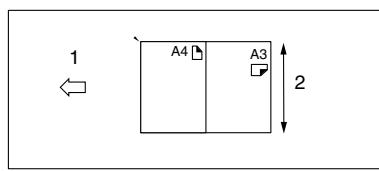
CP19AE

1. **Place into the ADF**

2. **Vertical size**

D Adjust the guide to the size of the widest original.

E Place the aligned originals face up in the ADF.

F Press the 【Start】 key.

Placing custom size originals

When placing custom size originals in the ADF, specify the size of the originals.

✎ Note

❒ Paper with a vertical length of 105–297 mm (4.2"–11.6") and a horizontal length of 128–1,260 mm (5.1"–49.6") can be placed with this function.

A Press **[Special Original].**
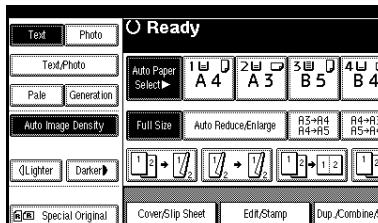
B Press **[Custm Size Origi.].**

C Enter the horizontal size of the original using the number keys, and then press **[#].**

✎ Note

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then enter the value again.

D Enter the vertical size of the original using the number keys, and then press **[#].**

E Press **[OK].**

F Place originals, and then press the 【Start】 key.

17

1

Basic Procedure

📖 **Preparation**

When User Code Authentication is set, the screen for entering a user code will be displayed. Enter your user code using the number keys, and then press the 【#】 key. For user codes, see "Authentication Information", *General Settings Guide*.

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, the authentication screen will be displayed. Enter your login user name and user password, and then press **[Login]**. See "When the Authentication Screen is Displayed", *General Settings Guide*.

A **Make sure "🔵 Ready" appears on the display.**

If any other function is displayed, press the 【Copy】 key.

❖ **Initial copy display**

B **Make sure no previous settings remain.**

✎ **Note**

❒ When previous settings remain, press the 【Clear Modes】 key and enter again.
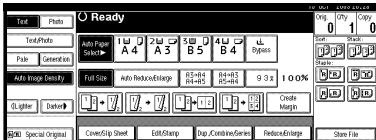
C **Place originals.**

🔎 **Reference**

p.13 "Placing Originals"

D **Make the necessary settings.**

E **Enter the required number of copies using the number keys.**

✎ **Note**

❒ The maximum copy quantity that can be set is between 1 and 999 (default: 999).

F **Press the 【Start】 key.**

Copying starts.

✎ **Note**

❒ When placing originals on the exposure glass, press the 【#】 key after all the originals are scanned.

❒ Copies are delivered face down.

⚠️ **Important**

❒ When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, always log off when you have finished using the machine to prevent unauthorized users from using the machine.

2

❖ **To stop the machine during a multi-copy run.**
Press the 【 Clear/Stop 】 key.

❖ **To return the machine to the initial condition after copying.**
Press the 【 Clear Modes 】 key.

❖ **When clearing entered values.**
Press the 【 Clear/Stop 】 key or **[Clear]** on the display.

❖ **To check the settings.**
Press the 【 Check Modes 】 key.

Interrupt Copy

Use this function to interrupt a long copy job to make urgently needed copies.

☞ Limitation
❒ You cannot use Interrupt Copy with the scanner function, or when fax originals are being scanned.

A **Press the 【 Interrupt 】 key.**

The **Interrupt** indicator lights.

When the originals stop scanning

A **Remove the originals that were being copied, and then place the originals you want to copy.**

B **Press the 【 Start 】 key.**

Copying starts.

C **When copying is complete, remove the originals and copies.**

D **Press the 【 Interrupt 】 key again.**

The **Interrupt** indicator goes out.

E **When the display prompts you, place the former set of originals again.**

F **Press the 【 Start 】 key.**

✐ Note
❒ The former copy job's settings are restored and the machine continues copying from where it left off.

When the machine keeps copying

A **Place the originals you want to copy.**

B **Press the 【 Start 】 key.**

The machine stops the previous job and starts copying the new originals.

C **When copying is complete, remove originals and copies.**

D **Press the 【 Interrupt 】 key again.**

The **Interrupt** indicator goes out.

The former copy job's settings are restored and the machine continues copying from where it left off.

Left Original Beeper

The beeper sounds and an error message appears if you leave originals on the exposure glass after copying.

✐ Note
❒ See p.96 "Tone: Original remains".

Job Preset

You can make settings for the next copy job while copying is in progress.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to make settings for the next copy job in advance. When the current copy job finishes, the next job starts automatically.

A **Press [Next Job] when "Copying" appears.**
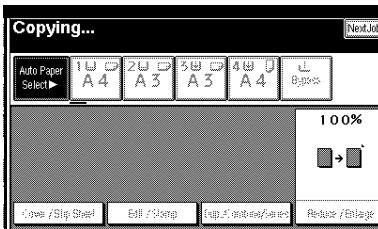
B **Make settings for the next copy job.**

C **Place the originals in the ADF, and then press the 【Start】 key.**

All originals are scanned.

D **Press [To "Printing"].**

The initial copy display appears.

Following the current copy job, the next job starts automatically.

✐ Note

❒ You can switch the display to the current copy job by pressing **[To "Printing"]**. You can switch the display to the preset job by pressing **[To "Reserving"]**.

Copying from Paper Tray 2

Use paper tray 2 for copying onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (postcards, envelopes, etc.), thin paper as well as plain paper.

You can make special paper settings at any time.

- You can use Paper Tray 2 as an alternative Bypass Tray when it is temporarily selected.
- You can also use Paper Tray 2 as an ordinary tray.

✍ Note

❒ If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows.

| Metric version | • Vertical: 100.0 – 297.0 mm |
	• Horizontal: 148.0 – 432.0 mm
Inch version	• Vertical: 3.94" – 11.69"
	• Horizontal: 5.83" – 17.00"

❒ For sizes, types, and thicknesses of paper you can use, or the maximum number of sheets you can load at once, See "Copy Paper", *General Settings Guide*.

❒ To copy onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), thin paper, and adhesive label paper, you must specify the paper type. See p.29 "When copying onto special paper".

❒ To load paper, See "Changing the Paper Size of the Paper Tray", *General Settings Guide*.

Using Tray 2 as the Bypass Tray

1 **Select tray 2, and then press the 【#】 key.**
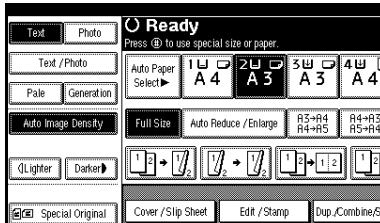
⚠ Important

❒ Paper size and type settings programmed by pressing the 【#】 key are cleared and reset automatically when copying is completed.

❒ If the paper size shown on the key for tray 2 is different that of the paper set in tray 2, paper might misfeed. Be sure to remove any paper left in the tray after copying.

### When copying onto standard size paper

This setting is necessary when temporarily copying onto a paper size not shown on the size key of tray 2.

✍ Note

❒ This setting is not necessary if the size displayed on the key for tray 2 and that of the paper set in tray 2 are the same.

❒ You can also specify the size of paper directly, using the paper size selector for tray 2.

❒ Some kinds of envelopes might cause misfeeds and wrinkles. If this happens, push down the fusing unit's green lever. See p.24 "Envelopes". Also, be sure to place the front face of the envelope upward.

A **Press [Select Size].**
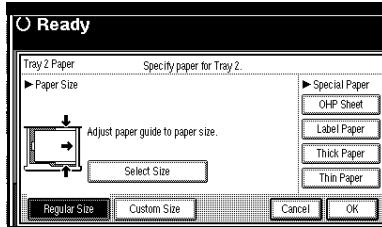
B **Select the paper size.**

C **Press [OK].**

When copying onto custom size paper

Note
❒ If **[2 Sided]** is selected for copying in **[Dup./Combine/Series]** (for example **[1 Sided]** → **[2 Sided]**), select **[1 Sided]** for copying (for example **[1 Sided]** → **[1 Sided]**).

❒ Paper will be delivered automatically to the internal tray.
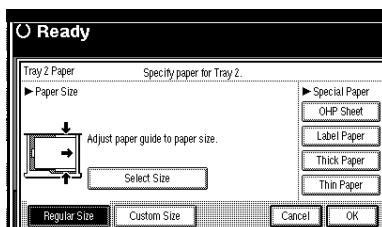
A **Press [Custom Size].**

B **Enter the vertical size of the paper using the number keys, and then press the 【#】 key.**

C **Enter the horizontal size of the paper using the number keys, and then press the 【#】 key.**

D **To register the custom size entered, press the [Program] key, and then press the [Exit] key.**

Note
❒ If you are not registering a custom size, proceed to step **B**.

❒ Only one custom size can be stored.

❒ To recall the custom size stored, press **[Recall]**.

❒ If you do not register the custom size, the size you set is deleted when modes are cleared.

When copying onto special paper

To make copies onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), and adhesive label paper, you must specify the paper type in "Special paper".

Note
❒ If **[2 Sided]** is selected for copying in **[Dup./Combine/Series]** (for example **[1 Sided]** →**[2 Sided]**), select **[1 Sided]** for copying (for example **[1 Sided]** →**[1 Sided]**).

❒ Select **[Thick Paper]** if the paper weight is 105 g/m^2 (28 lb.) or more.

A **Select paper type in "Special paper".**
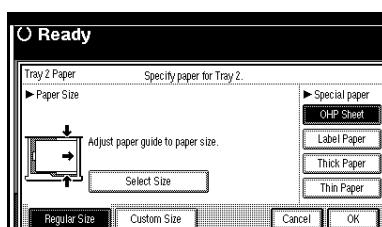
B **Press [OK].**

C **Place originals, and then press the**
【**Start**】**key.**

✎ **Note**

❒ The maximum limit for stacking
special paper is different to that
for plain paper. See "📥Loading
Paper", *General Settings Guide*.

❒ When setting OHP transparen-
cies, thin paper, or adhesive la-
bel paper, Staple, Shift, or Sort
functions cannot be used.

Envelopes

✎ **Note**

❒ Postcards and envelopes should be fed from paper tray 2 or the bypass tray.

❒ Some kinds of envelopes might cause misfeeds or wrinkle. If this happens,
push down the green lever of the fusing unit. See p.25 "When copying onto
envelopes".

❒ Envelopes with large flaps should be fed from paper tray 2 to prevent mis-
feeds. See the illustration below.

Paper Tray / Envelope Type	Paper Tray 2	Bypass Tray
	○	○
	○	×

GEWH110E

When copying onto envelopes

A **If the duplex unit is installed, open it by lifting the catch.**

AHR015S
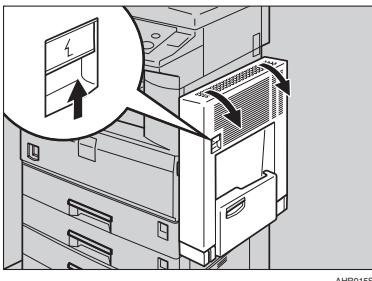
B **Open the right cover by lifting the catch.**

AHR016S
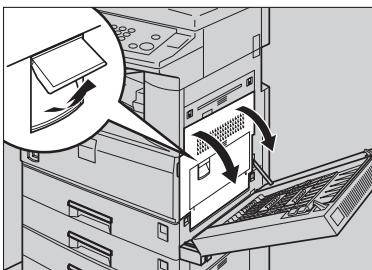
C **Push down the green fusing unit's lever, as shown.**

ZEWH320E
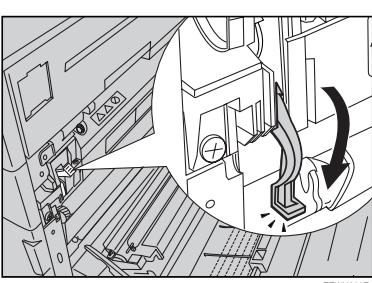
⚠️**Important**

❒ Be sure to return the lever to its original position after you have finished copying onto envelopes.

❒ If you copy onto plain paper without returning the lever to its original position, the copy quality might be reduced.

25

D Close the right cover.

ZEWH330E
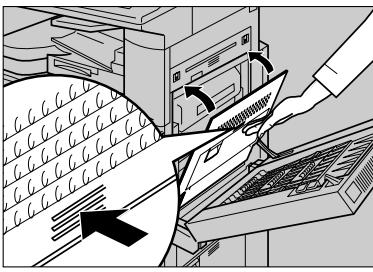
E If the duplex unit is installed, close it.

AHR014S
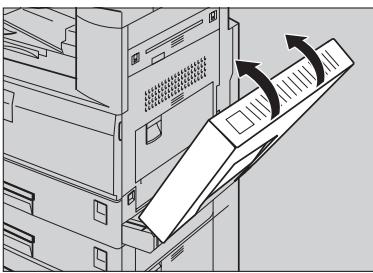
F Press the 【#】 key.

G Select the paper size, and then select [Thick Paper] for the paper type.

H Press [OK].

I Place your originals, and then press the 【Start】 key.

✐ Note
❒ When copying onto OHP transparencies, remove copies one by one.
❒ When setting OHP transparencies, thin paper or label paper (adhesive labels), Staple, Shift or Sort function may not be used.

J When your copy job is finished, press the 【Clear Modes】 key to clear the settings.

Copying from the Bypass Tray

Use the bypass tray to copy onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), adhesive label paper, thin paper , and copy paper that cannot be loaded in the paper trays.

📝 Preparation

When copying from the bypass tray, select **[1 Sided]** for copying in **[Dup. / Combine / Series]** (for example **[1 Sided]** → **[1 Sided]** or **[2 Sided]** → **[1 Sided]**).

📝 Note

❒ The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3⤵ A4 ↕ , A4⤵, A5⤵, 8" × 13"⤵, B4 JIS⤵, B5 JIS ↕ , B5 JIS⤵, B6 JIS⤵
Inch version	11" × 17"⤵, $8^1/_2$" × 14"⤵, $8^1/_2$" × 11"⤵, $5^1/_2$" × $8^1/_2$"⤵, 10" × 14"⤵

❒ Select the paper size when making horizontal copies.

❒ If you non-standard size copy paper or special paper, you should input its vertical and horizontal dimensions directly. See p.17 "Placing custom size originals". The sizes you can input are as follows:

Metric version	• Vertical: 90.0 – 297.0 mm • Horizontal: 148.0 – 600.0 mm
Inch version	• Vertical: 3.55" – 11.69" • Horizontal: 5.83" – 23.62"

❒ When copying onto OHP transparencies or paper heavier than 128 g/m^2 (about 34 lb.), you need to specify the paper type. See p.29 "When copying onto special paper" .

❒ You must specify paper size when using paper (tracing paper, etc.) of less than 59g/m^2 thickness.

❒ The maximum number of sheets you can load at the same time depends on paper type. The maximum number of sheets should not exceed the upper limit.

❒ Some kinds of envelope might cause misfeed and wrinkle. If this happens, push down the fusing unit's green lever. See p.24 "Envelopes". Also, be sure to place the front face of the envelope downward.

❒ Paper of 433 mm (17.0") in length, or larger, is likely to jam, crease, or not feed in properly.

❒ When copying onto envelopes, see p.24 "Envelopes"

A Open the bypass tray.

ZEWH110E

27

2
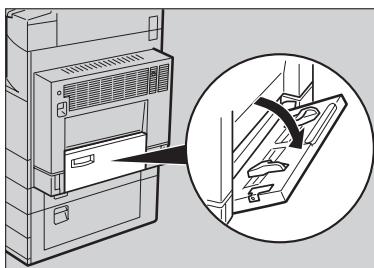
B **Push up the paper guide release lever.**
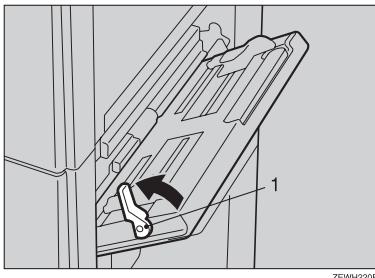
ZEWH220E

1: Paper guide release lever

C **Lightly insert the copy paper face down, and then adjust the paper guide.**
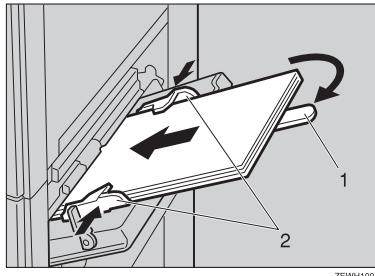
ZEWH100E

1: Extender

2: Paper guide

Important

❒ If the guides are not flush against the copy paper, image skewing or misfeeds might occur.

Note

❒ Do not stack paper over the limit mark, if you do image skewing or misfeeds might occur.

❒ Swing out the extender to support paper sizes larger than A4▭, $8^1/_2$" × 11"▭.

❒ Fan paper to get air between the sheets and avoid multi-sheet feeds.

D **Push down the paper guide release lever.**

"Bypass" is selected automatically.
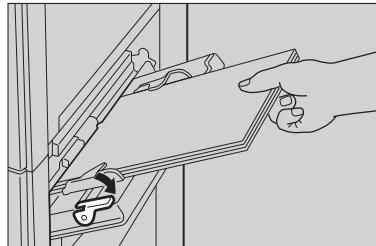
ZEWH240E

E **Select the paper type and size.**

When copying onto standard size paper

A **Press the {#} key.**

The "Bypass Tray Paper" screen appears.
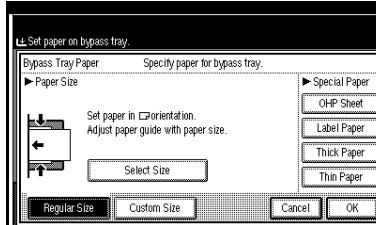
B **Press [Select Size].**

C **Select the paper size.**

D **Press [OK].**

28

When copying onto custom size paper

A **Press the 【#】 key.**
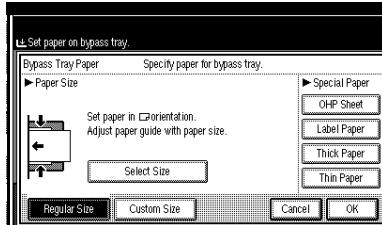
B **Press [Custom Size].**

C **Enter the vertical size of the paper using the number keys, and then press [#].**

D **Enter the horizontal size of the paper using the number keys, and then press [#].**

Note
❒ If **[Horiz mm]** is not highlighted, press **[Horiz mm]**.

❒ To register the custom size entered, press **[Program]**, and then press **[Exit]**.
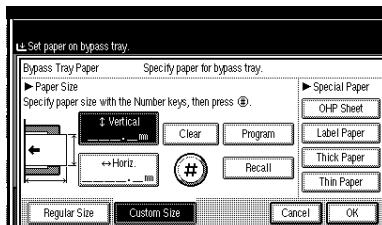
E **Press [OK].**

When copying onto special paper

A **Press the 【#】 key.**

B **Select the paper type in Special paper.**
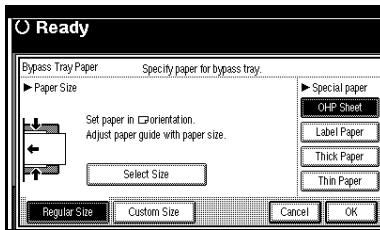
C **Press [OK].**

F **Place originals, and then press the 【Start】 key.**

Note
❒ When copying onto OHP transparencies, remove copies one by one.

❒ When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort functions cannot be used.

G **When your copy job is finished, press the 【Clear Modes】 key to clear the settings.**

Copier Functions

Adjusting Copy Image Density

There are three types of adjustment available:

❖ **Auto Image Density**
The machine automatically adjusts image density.

❖ **Manual image density**
You can adjust the general density of the original in seven increments.

❖ **Combined auto and manual image density**
Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged.

Auto image density

A **Make sure [Auto Image Density] is selected.**
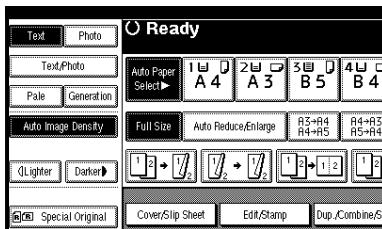
Manual image density

A **Press [Auto Image Density] to cancel it.**
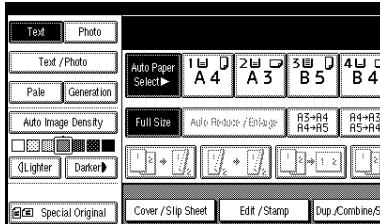
B **Press [Lighter] or [Darker] to adjust image density.**

Combined auto and manual image density

A **Make sure [Auto Image Density] is selected.**

B **Press [Lighter] or [Darker] to adjust image density.**
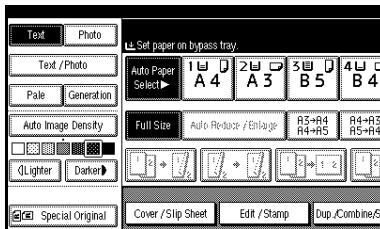
Selecting the Original Type Setting

Select one of the following five types to match originals:

❖ **Text**

When originals contain only text (no pictures).

❖ **Text/Photo**

When originals contain photographs or pictures alongside the text.

❖ **Photo**

When you need to reproduce delicate tones of photographs and pictures.

❖ **Pale**

When you need to reproduce originals that have lighter lines in pencil, or faintly copied slips. Faint lines are copied with greater clarity.

❖ **Generation Copy**

When originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

🔎 **Reference**

p.94 "Original Type Display"

p.95 "Copy Quality"

A **Press the appropriate key to select the original type.**
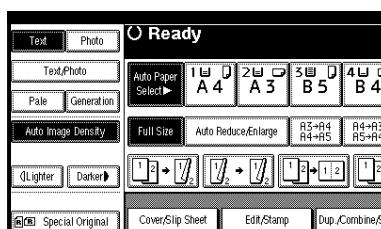
If the original type keys do not appear

A **Press [Original Type].**

B **Select the original type, and then press [OK].**

31

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine selects a suitable size of copy paper automatically based on original size and reproduction ratio.

❖ **Manual Paper Select**
Choose the tray containing the paper you want to copy onto: a paper tray, bypass tray, or Large Capacity Tray (LCT).

⌕**Reference**
p.12 "Sizes difficult to detect"

p.94 "Paper Display"

✎ **Note**
❒ See the following table for copy paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ **Metric version**

Original location	Paper size and orientation
Exposure glass	A3▯, B4 JIS▯, A4▯▯, B5 JIS▯▯, $8^1/_2$" × 13"▯
ADF	A3▯, B4 JIS▯, A4▯▯, B5 JIS▯▯, A5▯▯

❖ **Inch version**

Original location	Paper size and orientation
Exposure glass	11" × 17"▯, $8^1/_2$" × 14"▯, $8^1/_2$" × 11"▯▯
ADF	11" × 17"▯, $8^1/_2$" × 14"▯, $8^1/_2$" × 11"▯▯, $5^1/_2$" × $8^1/_2$"▯▯, 10" × 14"▯

❒ Only the paper trays set to **[No display]** or **[Recycled paper]** in Paper Type and also set to **[Yes]** in Apply Auto Paper Select can be selected for the Auto Paper Select function. See "Paper Type: Tray 1–4"in "Tray Paper Settings", *General Settings Guide*.

❒ Auto Paper Select cannot be used if all the paper trays are set to other than **[No display]** or **[Recycled paper]**.

Auto Paper Select

A Make sure [Auto Paper Select] is selected.
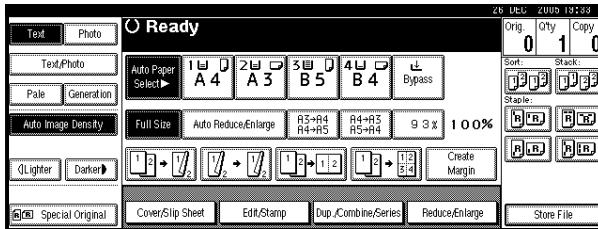
✐ Note
❒ Trays with a key mark are not automatically selected. See "Paper Type"in "Tray Paper Settings", *General Settings Guide*.

Manual Paper Select

A Select the paper tray, bypass tray or LCT.

The selected paper tray is highlighted.
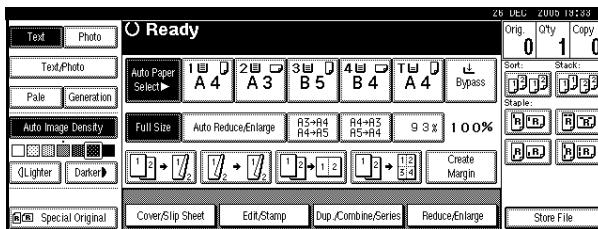
✐ Reference
p.27 "Copying from the Bypass Tray"

If the paper type keys do not appear

A Press **[Auto Paper Select].**

B Select the paper type.

33

- -

☼Rotated copy

If the orientation of original (⊐ or ⊐) is different to that of the paper you are copying onto, this function rotates the original image by 90°, fitting it onto the copy paper. This function works when **[Auto Paper Select]** or **[Auto Reduce/Enlarge]** is selected. See p.32 "Auto Paper Select".

GCROTA0E
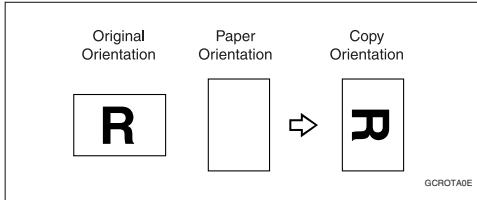
✎ Note

❐ The Auto Tray Switching default setting is **[With Image Rotation]**. You cannot use the Rotated Copy function if this setting is changed to **[Without Image Rotation]** or **[Off]**. See p.94 "Auto Tray Switching".

❐ You cannot use the Rotated Copy function when enlarging onto A3, B4 JIS or 11" × 17", $8^1/_2$" × 14" size paper. To do this, place original in the ⊐ orientation.

	Original size and orientation			Copy paper size and orientation	
You cannot rotate:	A4, B5 JIS, or A5 ⊐	GCROTA1E	When enlarging to →	B4 JIS or A3	GCROTA2E
However, you can use:	A4, B5 JIS, or A5 ⊐	GCROTA3E	When enlarging to →	B4 JIS or A3	GCROTA4E

❐ You cannot use the Rotated Copy function when **[Left 2]** or **[Top 2]** is selected for stapling when using the 1000-sheet finisher. See p.43 "Staple".

❐ You cannot use the Rotated Copy function if the Staple function is selected when using the 500-sheet finisher.

- -

Preset Reduce/Enlarge

You can select a preset ratio for copying.
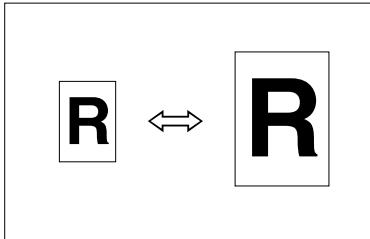

❖ **Base Point**
The base point of Reduce/Enlarge differs depending on how the original was scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point.

GLFX090E
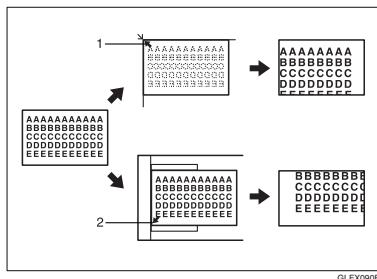
1. **Base point when placed on the exposure glass.**

2. **Base point when placed in the ADF.**

🔑 Reference
Related default settings:

p.97 "Shortcut R/E"

p.98 "R/E Priority"

A **Press [Reduce/Enlarge].**
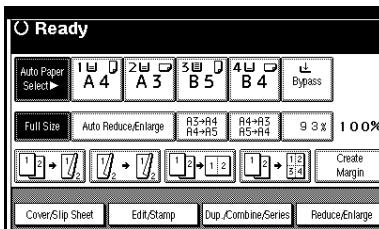
📝 Note
❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key, and then proceed to step **D**.

B **Press [Enlarge] or [Reduce].**

C **Select a ratio, and then press [OK].**

D **Place originals, and then press the 【Start】 key.**

- -

💡 Create margin function

Use Create Margin to reduce the image to 93% of original size using the centre as reference. You can assign this function to a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

🔑 Reference
Related default settings:

p.96 "Copy Function Key: F1-F5"

p.98 "Ratio for Create Margin"

2

35

A Press **[Create Margin]** on the initial display.
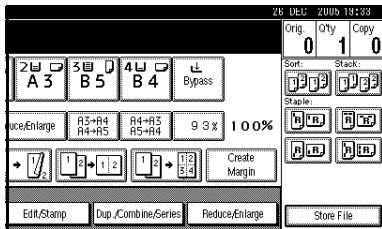
B If you do not want to combine it with the Reduce/Enlarge function, place originals, and then press the 【Start】 key.

・・・・・・・・・・・・・・・・・・・・・・・・・・・

Zoom

You can change the reproduction ratio in increments of 1%.
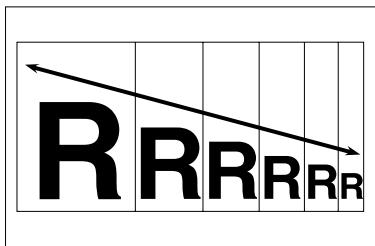
∅ Note

❒ You can select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[＋]** or **[−]**.

A **Press [Reduce/Enlarge].**
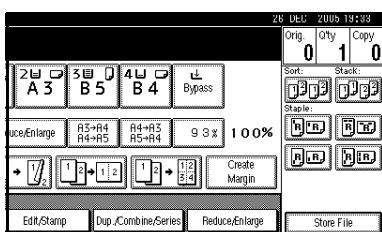
B **Enter the ratio.**

To select the ratio using **[＋]** and **[−]**

A **Select a preset ratio close to the ratio using [Reduce] or [Enlarge].**

B **Adjust the ratio further, using [＋] or [−].**

∅ Note

❒ Pressing **[＋]** or **[−]** changes the ratio in increments of 1%. Pressing and holding down **[＋]** or **[−]** changes it in increments of 10%.

❒ If you have incorrectly the ratio, readjust it using **[＋]** or **[−]**.

To enter the ratio using the number keys

A **Press [Mag. Ratio].**

B **Enter the ratio using the number keys.**

C **Press [#].**

D **Press [OK].**

C **Place originals, and then press the 【Start】 key.**

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.
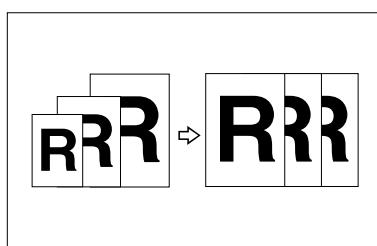
Note

❒ You cannot use the bypass tray with this function.

❒ When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use:

❖ **Metric version**

Original location	Original size and orientation
Exposure glass	A3⊏, B4 JIS⊏, A4⊔⊏, B5JIS⊔⊏, $8^1/_2$" × 13"⊏
ADF	A3⊏, B4 JIS⊏, A4⊔⊏, B5JIS⊔⊏, A5⊔⊏

❖ **Inch version**

Original location	Original size and orientation
Exposure glass	11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11"⊔⊏
ADF	11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11"⊔⊏, 10" × 14"⊏, $5^1/_2$" × $8^1/_2$"⊔⊏

❒ You cannot use the Rotated Copy function when enlarging to B4 JIS or A3. When enlarging to B4 JIS or A3 size copy paper, place the original in the ⊏ orientation.

Reference

p.12 "Sizes difficult to detect"

You can place originals of different sizes in the ADF at the same time. See p.16 "Mixed size".

A Press **[Auto Reduce/Enlarge].**
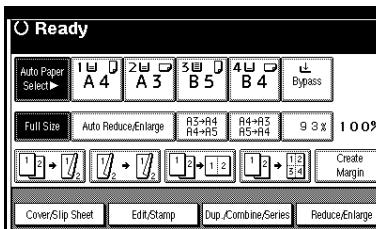
B Select the paper tray.

C Place the original, and then press the 【Start】 key.

Size Magnification

This function calculates an enlargement or reduction ratio based on the lengths of the original and copy.
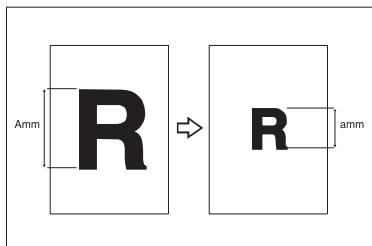
Note

❒ Measure and specify the lengths of the original and copy by comparing "A" with "a".

A Press **[Reduce/Enlarge] .**
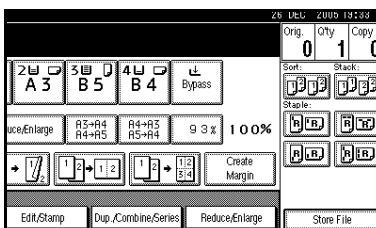
B Press **[Specifd. Ratio].**

37

C **Make sure [Size Magnificatn] is high-lighted.**

D **Enter the length of the original using the number keys, and then press [#].**

Note

❒ You can enter sizes within the following ranges:

| Metric version | 1–999 mm (increments of 1 mm) |
| Inch version | 0.1"–99.9" (increments of 0.1") |

E **Enter the length of the copy using the number keys, and then press [#].**

Note

❒ To change the length after pressing [#], select [Original] or [Copy], and then enter the length.

F **Press [OK] twice.**

G **Place original, and then press the 【Start】 key.**

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios, horizontally and vertically.
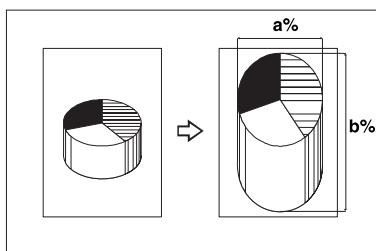
a: Horizontal ratio

b: Vertical ratio

Note

❒ You can also select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[＋]** or **[－]**.

A **Press [Reduce/Enlarge].**
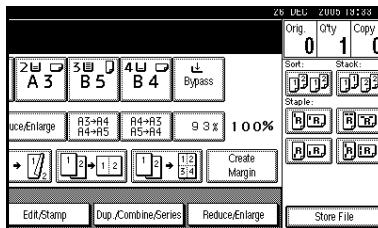
B **Press [Specifd. Ratio].**

C **Press [Direct. Mag.%].**

To enter the ratio using the number keys

A Press **[Horizontal]**.

B Enter the ratio using the number keys, and then press **[#]**.

C Press **[Vertical]**.

D Enter the ratio using the number keys, and then press **[#]**.

E Press **[OK]**.

To specify a ratio using **[＋]** and **[－]**

A Press **[With ＋－]**.

B Press **[Horizontal]**.

C Adjust the ratio using **[＋]** or **[－]**.

Note

❒ Pressing **[＋]** or **[－]** changes the ratio in increments of 1%. Pressing and holding down **[＋]** or **[－]** changes it in increments of 10%.

38

❒ If you have incorrectly entered the ratio, readjust it using **[＋]** or **[－]**.

❹ Press **[Vertical]**.

❺ Adjust the ratio using **[＋]** or **[－]**.

❻ Press **[OK]**.

D Press **[OK]**.

E Place originals, and then press the **【Start】** key.

Directional Size Magnification (mm)

A suitable reproduction ratios is automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.

CP2M01EE
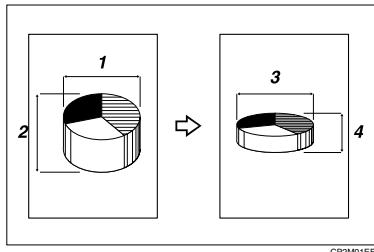
1. **Horizontal original size**

2. **Vertical original size**

3. **Horizontal copy size**

4. **Vertical copy size**

📑 Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown.

🖉 Note

❒ You can enter sizes within the following ranges:

Metric version	Vertical: 1–999 mm (increments of 1 mm)
	Horizontal: 1–9999 mm (increments of 1 mm)
Inch version	0.1"–99.9" (increments of 0.1")

A Press **[Reduce/Enlarge]**.
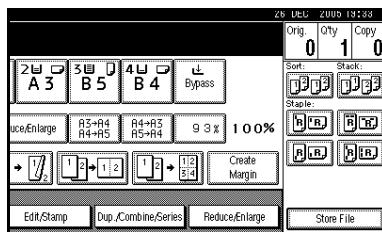
B Press **[Specifd. Ratio]**.

C Press **[Dir. Size Mag mm]**.

D Enter the horizontal size of the original using the number keys, and then press **[#]**.

E Enter the horizontal size of the copy using the number keys, and then press **[#]**.

F Enter the vertical size of the original using the number keys, and then press **[#]**.

G Enter the vertical size of the copy using the number keys, and then press **[#]**.

🖉 Note

❒ To change a length, press the key you want to change, and then enter the new value.

H Press **[OK]** twice.

I Place the originals, and then press the **【Start】** key.

39

Sort

The machine can scan originals into memory and automatically sort copies.

$\mathcal{P}$Reference

Related default settings:

p.105 "Select Stack Function"

p.105 "Memory Full Auto Scan Restart"

p.104 "Rotate Sort: Auto Paper Continue"

p.94 "Auto Tray Switching"

❖ **Sort**

Copies are assembled as sequentially-ordered sets.
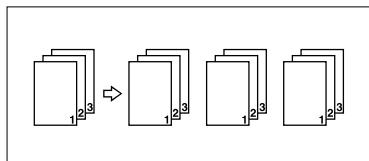
❖ **Rotate Sort**

Every other copy set is rotated by 90° and delivered to the copy tray.
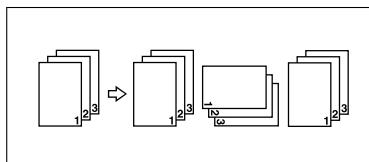
$\mathbb{Z}$ Note

❒ To use the Rotate Sort function, two paper trays with paper of the same size and type, but different orientation, are required. See "Paper Type: Tray1-4", *General Settings Guide*.

$\mathcal{P}$Reference

For the paper capacity of the optional finishers:

"500-Sheet Finisher"*General Settings Guide*, "1000-Sheet Finisher"*General Settings Guide*.

❖ **Shift Sort**

- 500-Sheet Finisher/1000-Sheet Finisher/Shift Sort Tray
Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job. If the shift sort tray is installed, this function is done by sliding from side to side.
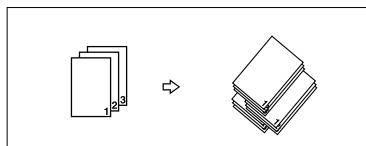
1 **Press [Sort] or [Rotate Sort].**

❖ **When a finisher is not installed**
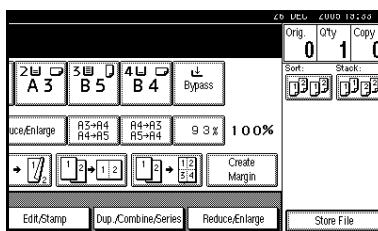
❖ **When the 500-sheet finisher is installed**
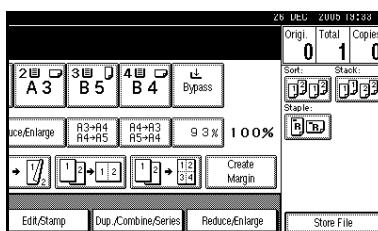
❖ **When the 1000-sheet finisher is installed**
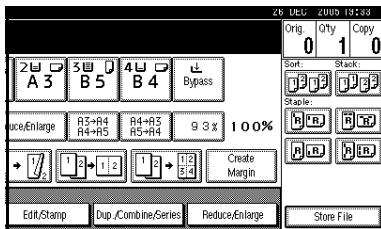
Note

❒ When the optional finisher is installed, use the User Tools to display **[Rotate Sort]**. See p.104 "Input/Output""Select Stack Function".

B **Enter the number of copy sets using the number keys.**

Limitation

❒ The maximum number of sets is 999.

Note

❒ To confirm the type of finishing, press the **【Sample Copy】** key. See p.41 "Sample copy".

C **Place originals.**

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the **【#】** key after all the originals have been scanned.

D **Press the 【Start】 key.**

Sample copy

Use this function to check copy settings before making a long copy run.

Note

❒ This function can be used only when the Sort function is turned on.

A **Select Sort and any other necessary functions, and then place the originals.**

B **Press the 【Sample Copy】 key.**
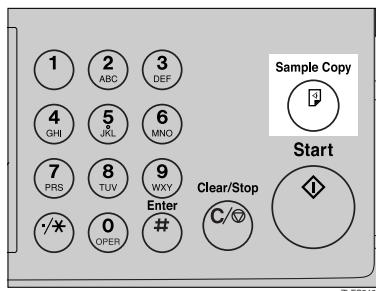
One copy set is delivered as a sample.

C **If the sample is acceptable, press [Print].**

The specified number of copies is made, minus one for the proof copy.

Note

❒ If you press **[Suspend]** after checking the results, return to step A to adjust the copy settings as necessary. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust., and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change certain settings.

41

Changing the number of sets

You can change the number of copy sets during copying.

✐ Note

❒ This function can only be used when the Sort function is turned on.

A **While "Copying" is displayed, press the 【Clear/Stop】 key.**

B **Press [Change Quantity].**
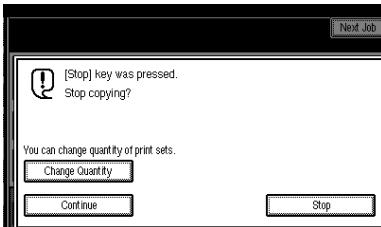
C **Enter the number of copy sets using the number keys, and then press the 【#】 key.**

✐ Note

❒ The number of sets you can enter differs depending on when the 【Clear/Stop】 key is pressed.

D **Press [Continue].**

Copying starts again.

Stack

Copies can be assembled with each page shifted.

❖ Shift Stack

This function groups together copies of each page in a multi-page original. Every other page stack is shifted for ease of separation. If the shift sort tray is installed, this function is done by sliding from side to side.
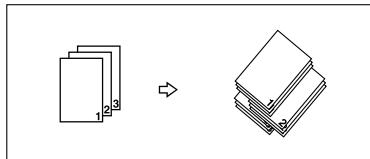
A **Press [Stack].**
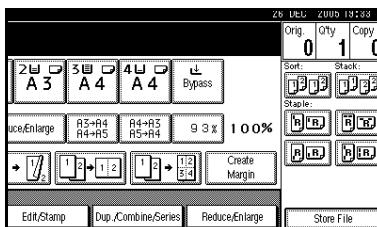
B **Enter the number of copies using the number keys.**

C **Place originals, and then press the 【Start】 key.**

✐ Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the 【#】 key after all the originals have been scanned.

Staple

Individual copy sets can be stapled.
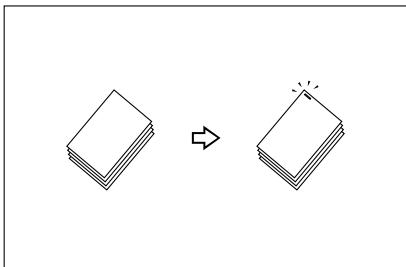
📝 Note
❒ You cannot use the bypass tray with this function.

Stapling position and original setting

Place all the originals in an orientation in which they can be read. They will be automatically rotated for copying. When copy paper is identical in size and orientation to the original, staple positions are as follows:

❖ **500-sheet finisher**
   If your machine is equipped with the 500-sheet finisher, the stapling position is fixed to "Top".

			Original location		Stapling position [1]
			Exposure glass	ADF	
	Top				

43

2

❖ **1000-sheet finisher**

		Original location		Stapling position [*1]
		Exposure glass	ADF	
STAPLEAE	Top			
STAPLECE	Bottom	STAPLE25		STAPLE27
		STAPLE28		STAPLE30
STAPLEDE	Left 2			[*2]
		STAPLE31		STAPLE33
STAPLEEE	Top 2	STAPLE22ADA		[*2] STAPLE24ADA
		STAPLE10ADA		STAPLE20ADA

[*1] This table shows stapling positions, not the orientation of delivered copies.
[*2] Not available for larger than A4 size paper.

A **Select one of the stapling positions.**

❖ **500-sheet finisher**
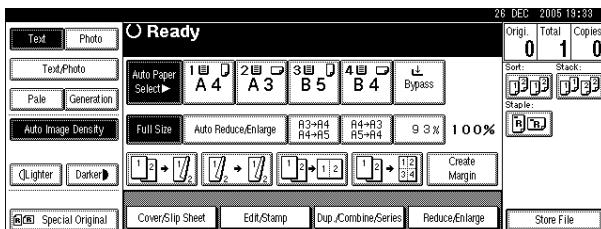
❖ **1000-sheet finisher**
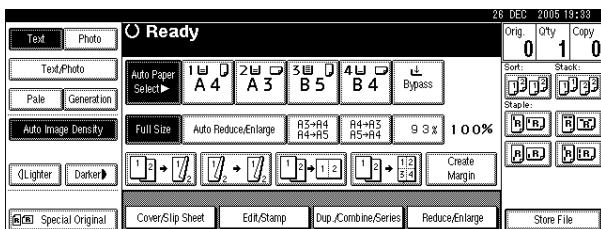
✐ **Note**

❒ When you select the stapling position, the Sort function is automatically selected.

🔎**Reference**

B **Enter the number of copy sets using the number keys.**

C **Place originals, and then press the 【Start】 key.**

✐ **Note**

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the 【#】 key after all the originals have been scanned.

45

2

Duplex

There are three types of duplex:

❖ **1 Sided→2 Sided**
   Copies 2 one-sided pages onto a two-sided page.
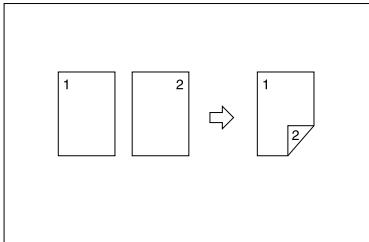
❖ **2 Sided→2 Sided**
   Copies 1 two-sided page onto a two-sided page.
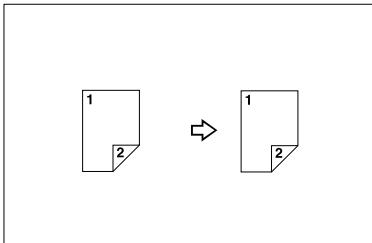
❖ **2 Sided→1 Sided**
   Copies each side of a two-sided original onto two separate pages.
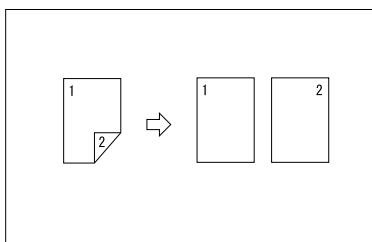
Original orientation and completed copies

Copy images differ according to the orientation in which you place originals (vertical □ or horizontal □).

GCRYOU1E

[*1] This table shows the orientation of images on the front and back of copies, not the orientation of delivered copies.

📝 Note

❐ You cannot use the bypass tray with this function.

❐ The maximum paper weight that can be used with duplex copying is 64–105 g/m², 17–28 lb. (55–90 kg, 121.3–198.4 lb.).

🔎 Reference

p.60 "Margin Adjustment"

Related default settings:

p.99 "Front Margin: Left/Right"

p.99 "Back Margin: Left/Right"

p.99 "Front Margin: Top/Bottom"

p.99 "Back Margin: Top/Bottom"

A **Press [Dup./Combine/Series].**
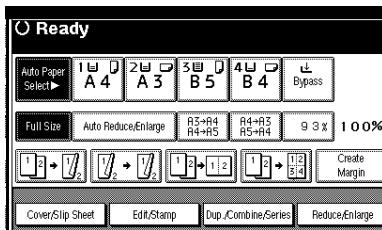
Note

❒ You can also select "1 Sided to 2 Sided" or "2 Sided to 2 Sided"directly, by pressing the Copy Function Key. If you do this, proceed to step **D**.

B **Select [1 Sided] or [2 Sided] for Original, and then select [1 Sided] or [2 Sided] for Copy.**
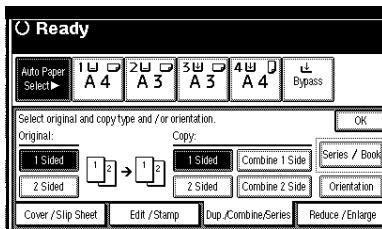
Note

❒ To change the copy orientation, press **[Orientation]**. See p.47 "Originals and copy orientation".

C **Press [OK].**

**D** **Place originals, and then press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the 【#】 key after all the originals have been scanned.

Originals and copy orientation

You can select the orientation.

• Top to Top
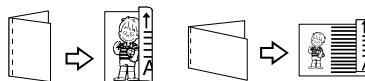
Duplex1

• Top to Bottom
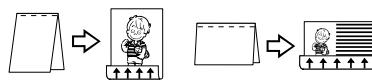
Duplex2

Note

❒ You can change the default orientation with User Tools. See p.96 "Copy Orientation in Duplex Mode" and p.96 "Original Orientation in Duplex Mode" .

A **Press [Dup./Combine/Series].**

B **Press [Orientation], select the orientation (Original/Copy), and then press [OK].**
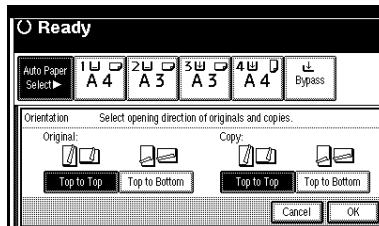
1 Sided Combine

Combine several pages onto one side of a sheet.

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies 2 one-sided originals onto one side of a sheet.

GCSHVY7E
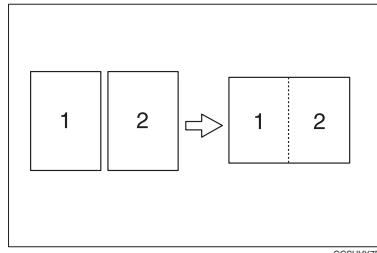
❖ **1 Sided 4 Pages → Combine 1 Side**
Copies 4 one-sided originals onto one side of a sheet.

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies 8 one-sided originals onto one side of a sheet.

❖ **2 Sided 1 Page → Combine 1 Side**
Copies 1 two-sided original onto one side of a sheet.

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies 2 two-sided originals onto one side of a sheet.

❖ **2 Sided 4 Pages → Combine 1 Side**
Copies 4 two-sided originals onto one side of a sheet.

❖ **2 Sided 8 Pages → Combine 1 Side**
Copies 8 two-sided originals onto one side of a sheet.

❖ **Orientation of the original and combine image position**

• Open to left ▯ originals

GCSHUY1E
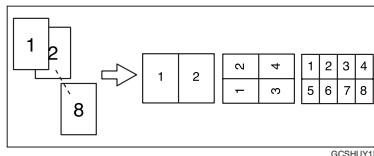
• Open to top ▭ originals

GCSHUY2E
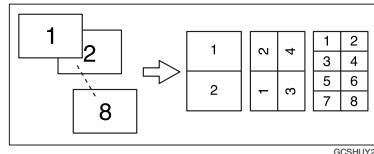
❖ **Placing originals (originals placed in the ADF)**

• Originals read from left to right
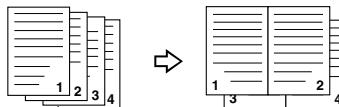
Combine5

• Originals read from top to bottom
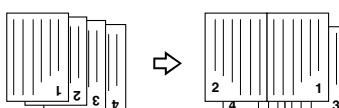
Combine6

🖉 Note

❒ You cannot use the bypass tray with this function.

$\mathcal{P}$ Reference

Related default settings:

p.99 "Erase Original Shadow in Combine"

p.101 "Copy Order in Combine"

p.100 "Separation Line in Combine"

A Press [Dup./Combine/Series].
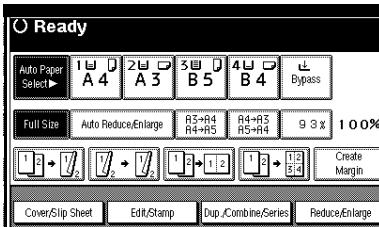
B Press [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.
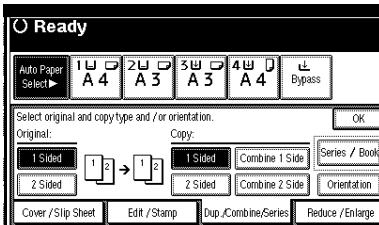
$\mathcal{P}$ Reference

p.47 "Originals and copy orientation"

C Select the number of originals to combine, and then press [OK].

D Select the paper size.

E Press [OK].

F Place originals, and then press the 【Start】 key.

2 Sided Combine

Combines various pages of originals onto a two-sided sheet.

❖ **1 Sided 4 Pages → Combine 2 Side**
Copies 4 one-sided originals onto a sheet, two pages per side.
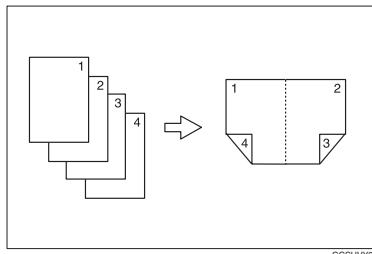
❖ **1 Sided 8 Pages → Combine 2 Side**
Copies 8 one-sided originals onto a sheet, four pages per side.
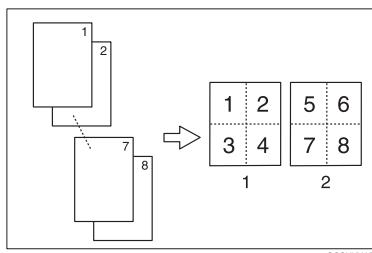
1. **Front**

2. **Back**

❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 one-sided originals onto a sheet, eight pages per side.

GCSHVY5E
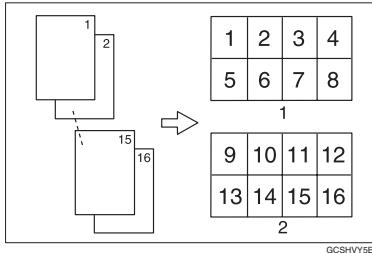
1. **Front**

2. **Back**

❖ **2 Sided 4 Pages → Combine 2 Side**
Copies 2 two-sided originals onto a sheet, two pages per side.

GCSHVY1E
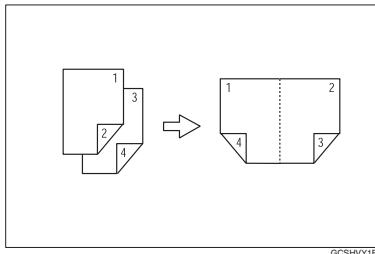
❖ **2 Sided 8 Pages → Combine 2 Side**
Copies 4 two-sided originals onto a sheet, four pages per side.

GCSHVY2E
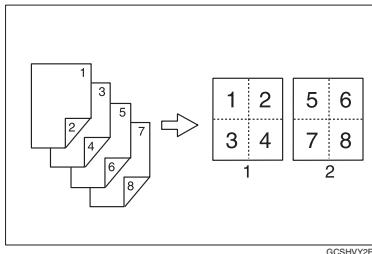
❖ **2 Sided 16 Pages → Combine 2 Side**
Copies 8 two-sided originals onto a sheet, eight pages per side.
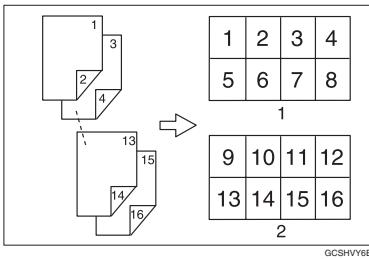
GCSHVY6E

Note

❒ You cannot use the bypass tray with this function.

Reference

Related default settings:

p.48 "Orientation of the original and combine image position"

p.99 "Erase Original Shadow in Combine"

p.101 "Copy Order in Combine"

p.100 "Separation Line in Combine"

A **Press [Dup./Combine/Series].**
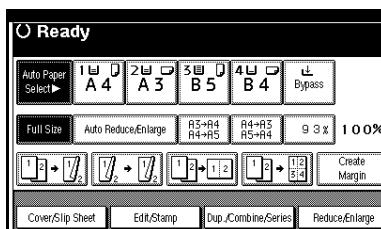
B **Press [1 Sided] or [2 Sided] for Original, and then press [Combine 2 Side] for Copy.**
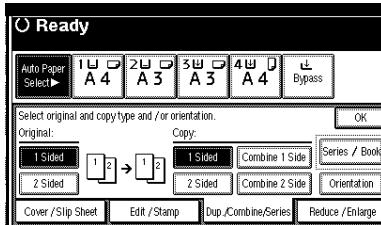
🔍 **Reference**

p.47 "Originals and copy orientation"

C **Select the number of originals to combine, and then press [OK].**

D **Select the paper size.**

E **Press [OK].**

F **Place originals, and then press the 【Start】 key.**

Series Copies

This function copies the front and back of a two-sided original separately, or two facing pages of a bound original, onto two sheets.

⚠️ **Limitation**

❒ You cannot use the Series Copies function with the ADF.

❖ **Book→1 Sided**

Copies a two-page spread original onto two separate pages.
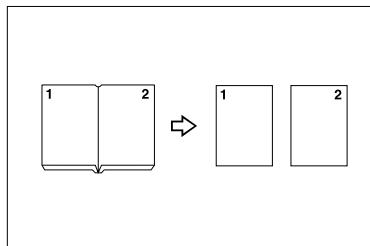
❖ **Book→2 Sided**

Copies a two-page spread original onto a sheet, one page per side.
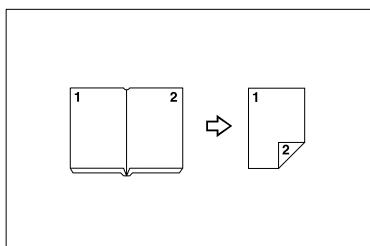
❖ **Front&Back→2 Sided**

Copies both sides of a two-page spread original onto both sides of a sheet.

51
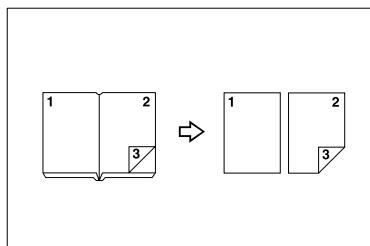
Note

❒ See the following table for original and copy paper sizes when using a 100% ratio (Book→1 Sided).

❖ **Metric version**

Original	Copy paper
A3 ⊏	A4 ⊐ × 2 sheets
B4 JIS ⊏	B5 JIS ⊐ × 2 sheets
A4 ⊏	A5 ⊐ × 2 sheets

❖ **Inch version**

Original	Copy paper
11" × 17" ⊏	$8^1/_2$" × 11" ⊐ × 2 sheets
$8^1/_2$" × 11" ⊏	$5^1/_2$" × $8^1/_2$" ⊐ × 2 sheets

❒ See the following table for original and copy paper sizes when using a 100% ratio (Book→2 Sided)

❖ **Metric version**

Original	Copy paper
A3 ⊏	A4 ⊐ (2–sided)
B4 JIS ⊏	B5 JIS (2–sided)
A4 ⊏	A5 (2–sided)

❖ **Inch version**

Original	Copy paper
11"× 17" ⊏	$8^1/_2$"× 11" (2–sided)
$8^1/_2$"× 11" ⊏	$5^1/_2$"× $8^1/_2$" (2–sided)

A Press [Dup./Combine/Series].
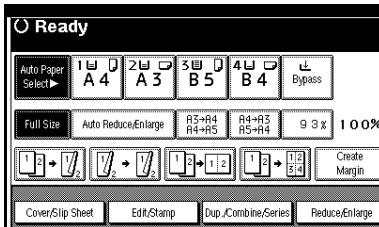
B Press [Series/Book].

C Press [Series].

D Select [Book→1 Sided], [Book→2 Sided], or [Front&Back→2 Sided], and then press [OK].

E Press [OK].

F Make sure [Auto Paper Select] is selected.

G Place original on the exposure glass, and then press the 【Start】 key.

Note

❒ Press the 【#】 key after all originals have been scanned.

Copying Book Originals

Copies two or more originals in page order.

❖ **1 Sided→Booklet**
   Make copies in page order for a folded booklet as shown.

   ❖ **Open to left**

   GCBOOK0E

   ❖ **Open to right**

   GCBOOK1E
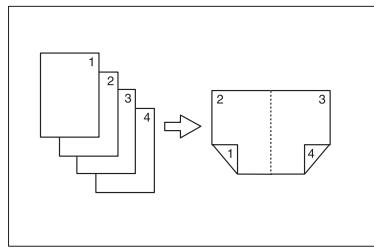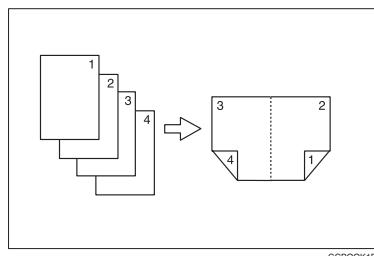
❖ **2 Sided→Booklet**
   Copy two–sided originals in page order for a folded booklet, as shown.

   ❖ **Open to left**

   GCAH010E

❖ **Open to right**

GCAH020E
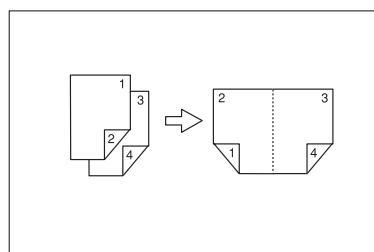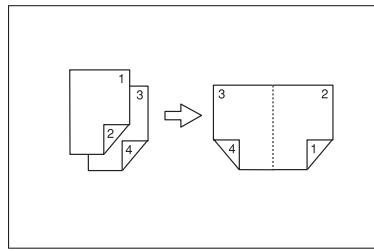
❖ **1 Sided→Magazine**
   Copies two or more originals into magazine page order copies (when folded and stacked).

   ❖ **Open to left**

   GCBOOK3E

   ❖ **Open to right**

   GCBOOK4E

2

53
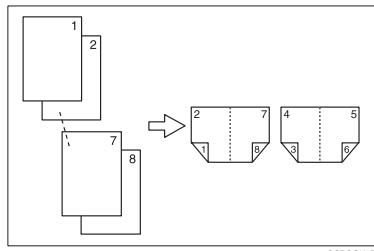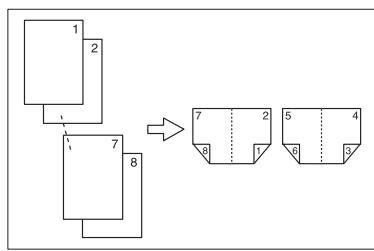
❖ **2 Sided→Magazine**

Copies two or more two-sided originals into magazine page order copies (when folded and stacked).

❖ **Open to left**

GCAH030E
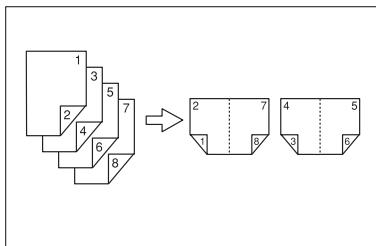
❖ **Open to right**
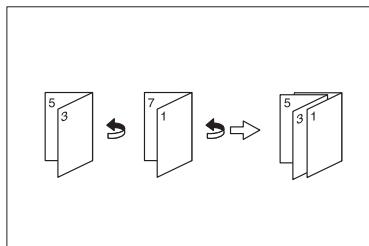
GCAH040E

How to fold and unfold copies to make a booklet
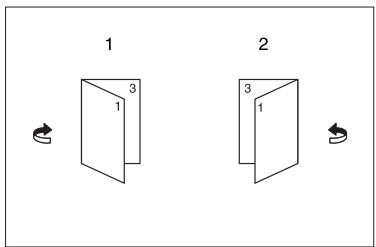
GCBOOK2E

1. **Open to left**

2. **Open to right**

How to fold and unfold copies to make a magazine

GCBOOK5E

GCBOOK6E

📝 **Note**

❒ You cannot use the bypass tray with this function.

❒ The machine sets the reproduction ratio automatically to fit the paper size.

🔎 **Reference**

Related default settings:

p.99 "Erase Original Shadow in Combine"

A **Select [Open to Left] or [Open to Right] with User Tools.**

🔎 **Reference**

p.101 "Orientation: Booklet, Magazine"

B **Press [Dup./Combine/Series].**

C **Press [Series/Book].**

D **Press [Book].**

E **Select [1 Sided→Booklet], [2 Sided→-Booklet], [1 Sided→Magazine], or [2 Sided→Magazine], and then press [OK].**

F **Press [OK].**

G **Select the paper.**

H **Place original, and then press the 【Start】 key.**

✐ Note

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the 【#】 key after all the originals have been scanned.

Image Repeat

The original image is copied repeatedly.
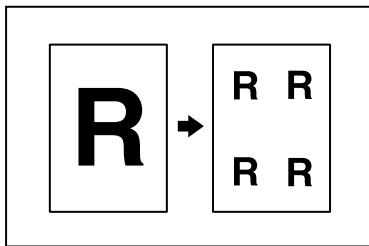
✐ Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. For example, see the following table:

❖ **Original: A5 □ /Copy paper: A4 □ or Original: A5 □/Copy paper A4 □**

4 repeats (71%)	16 repeats (35%)
Repeat1	Repeat2

❖ **Original: A5 □ /Copy paper: A4 □ or Original: A5 □/Copy paper A4 □**

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
Repeat3	Repeat4	Repeat5

✐ Reference

Related default settings:

p.100 "Image Repeat Separation Line"

A **Select the size of the copy paper and reproduction ratio.**

B **Press [Edit/Stamp].**
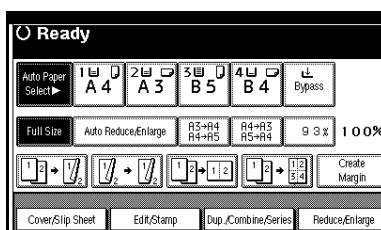
C **Press [Edit Image].**

D **Press [Image Repeat].**

E **Press [OK] twice.**

F **Place original, and then press the 【Start】 key.**

55

2

Double Copies

One original image is copied twice onto one sheet, as shown.
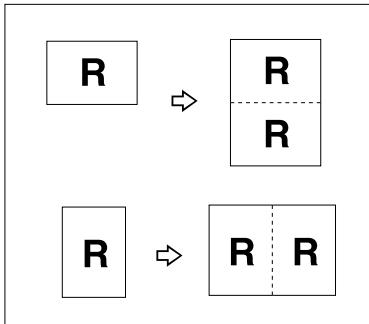
Note

❒ You cannot use the bypass tray with this function.

❒ See the following table for original and copy paper sizes and orientations when using a 100% ratio:

❖ **Metric version**

Original size and orientation	Copy paper size and orientation
A5 □	A4 □
A4 □	A3 □
A5 □	A4 □
B5 JIS □	B4 JIS □

❖ **Inch version**

Original size and orientation	Copy paper size and orientation
$5^1/_2$" × $8^1/_2$" □	$8^1/_2$" × 11" □
$5^1/_2$" × $8^1/_2$" □	$8^1/_2$" × 11" □
$8^1/_2$" × 11" □	11" × 17" □

❒ Originals of size A5 □ ($5^1/_2$" × $8^1/_2$" □) cannot be detected properly on the exposure glass. Be sure to select the copy paper manually, or set the originals in the ADF.

Reference

Related default settings:

p.100 "Double Copies Separation Line"

A Press **[Edit/Stamp]**.
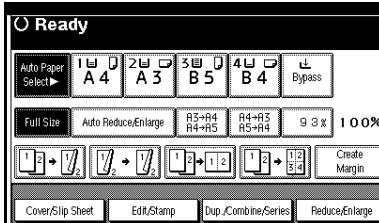
B Press **[Edit Image]**.

C Press **[Double copies]**.

D Press **[OK]** twice.

E Select the paper.

F Place originals, and then press the 【Start】 key.

Centring

You can make copies with the image moved to the centre.

GCCNTR0E
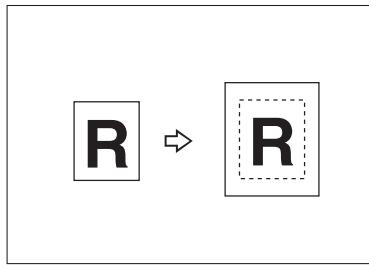
Note

❒ You cannot use the bypass tray with this function.

❒ Original sizes and orientations for centring are listed below.

❖ **Metric version**

Original location	Original size and orientation
Exposure glass	A3�ïⓃ, B4 JISⓃ, A4 ⓊⓃ, B5 JIS ⓊⓃ, $8^1/_2$" × 13"Ⓝ
ADF	A3Ⓝ, B4 JISⓃ, A4 ⓊⓃ, B5 JIS ⓊⓃ, A5 ⓊⓃ

❖ **Inch version**

Original location	Original size and orientation
Exposure glass	11" × 17"Ⓝ, $8^1/_2$" × 14"Ⓝ, $8^1/_2$" × 11" ⓊⓃ
ADF	11" × 17"Ⓝ, $8^1/_2$" × 14"Ⓝ, $8^1/_2$" × 11" ⓊⓃ, $5^1/_2$" × $8^1/_2$" ⓊⓃ, 10" × 14"Ⓝ

A **Select the paper.**

B **Press [Edit/Stamp].**

C **Press [Edit Image].**

D **Press [Centring].**

E **Press [OK] twice.**

F **Place originals, and then press the 【Start】 key.**

Positive/Negative

If original is black and white, the copy image is inverted.
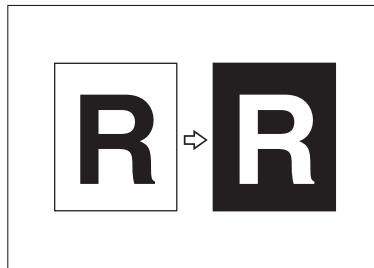
GCHATN1E

A **Press [Edit/Stamp].**
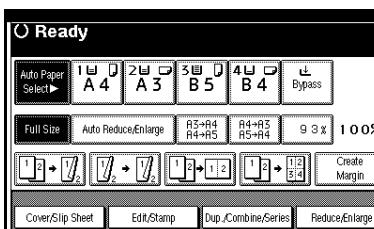
B **Press [Edit Image].**

C **Press [Positive/Negative].**

D **Press [OK] twice.**

E **Select the paper.**

F **Place originals, and then press the 【Start】 key.**

57

Erase

This function erases the centre and/or all four sides of the original image.

This function has three modes:

❖ **Border**
Erases the original's edge margin from the copy.

GCCENT2E

❖ **Centre**
Erases the original's centre margin from the copy.
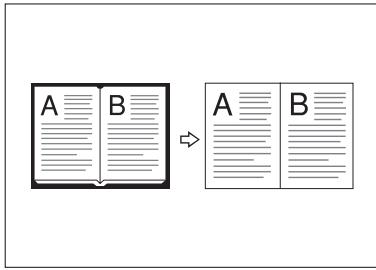
GCCENT1E

❖ **Centre/Border**
Erases both the original's centre and edge margins from the copy.
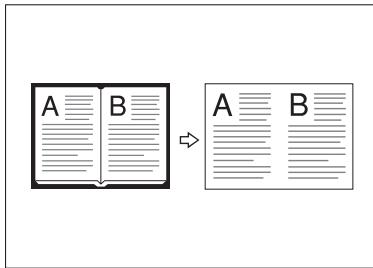
GCCENT3E

🔍 Reference
The erase width is set to 10 mm (0.4″) as default. You can change this setting with User Tools.

p.99 "Erase Centre Width"
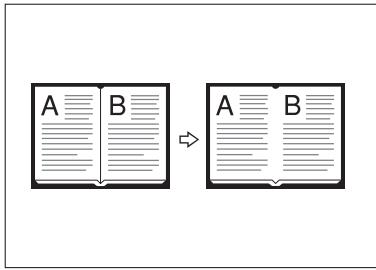
p.99 "Erase Border Width"

📝 Note
❒ The relationship between original orientation and erased area is as follows:

▭ original	▯ original

❒ 1: Erased part

❒ 2: 2–99 mm (0.1″–3.9″)

58

Border Erase

A **Press [Edit/Stamp].**
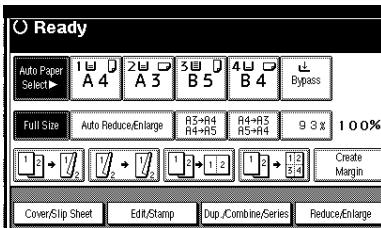
B **Press [Erase].**

C **Set the erase border width.**

Selecting [Same Width]

A **Press [Same Width].**

B **Set an erase border width using [+] and [−].**
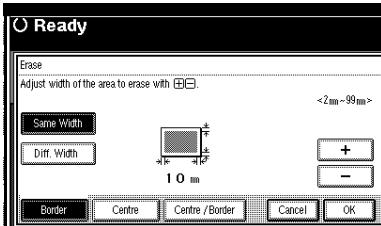
Note

❒ To change the value entered, press [+] and [−] to set the new value.

C **Press [OK].**

Selecting [Diff. Width]

A **Press [Diff. Width].**

B **Press the key for the border you want to change, and then set the erase border width using [+] and [−].**
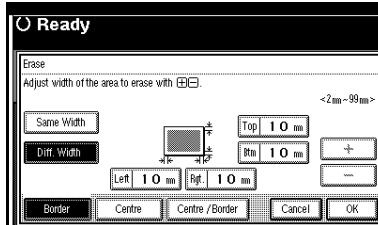
C **Press [OK].**

D **Press [OK].**

E **Place originals, and then press the 【Start】 key.**

Centre erase
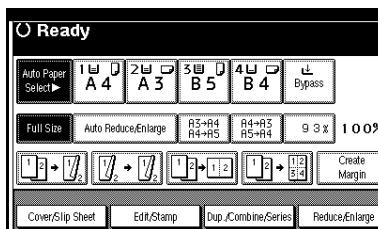
A **Press [Edit/Stamp].**

B **Press [Erase].**

C **Press [Centre].**

D **Set the erase centre width using [+] and [−], and then press [OK].**

E **Press [OK].**

F **Place originals, and then press the 【Start】 key.**

2

Centre/border erase

A Press **[Edit/Stamp]**.
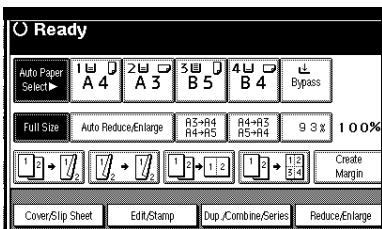
B Press **[Erase]**.

C Press **[Centre/Border]**.

D Set the centre and border to be erased.

Selecting **[Same Width]**

❶ Press **[Same Width]**.

❷ Press **[Centre]**, and then set the erase centre width using **[+]** and **[−]**.
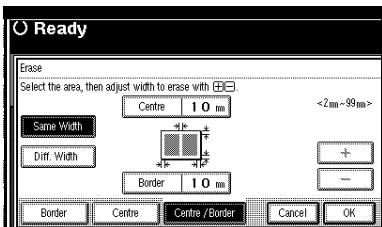
❸ Press **[Border]**, and then set the erase border width using **[+]** and **[−]**.

❹ Press **[OK]**.

Selecting **[Diff. Width]**

❶ Press **[Diff. Width]**.

❷ Press the key for the part you want to change, and then set the erase margin width using **[+]** and **[−]**.
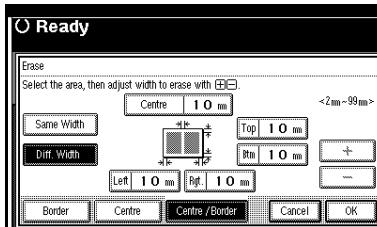
❸ Press **[OK]**.

E Press **[OK]**.

F Place originals, and then press the 【Start】 key.

Margin Adjustment

You can shift the image to the left, right, top, or bottom to make a binding margin.
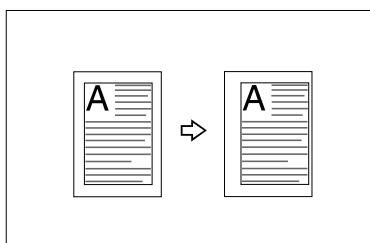
℘Reference

Related default settings:

p.99 "Front Margin: Left/Right"

p.99 "Back Margin: Left/Right"

p.99 "Front Margin: Top/Bottom"

p.99 "Back Margin: Top/Bottom"

p.99 "1 Sided→2 Sided Auto Margin: TtoT"

Note

❒ You can change the width of the binding margin as follows:

Metric version	0–30 mm (increments of 1 mm)
Inch version	0"–1.2" (increments of 0.1")

A **Press [Edit/Stamp].**
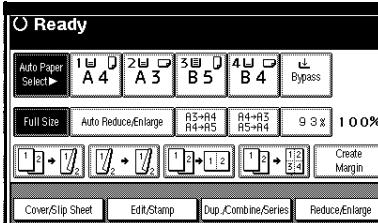
B **Press [Margin Adjustment].**

C **Set a binding margin for front pages. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

Note

❒ To change the value entered, press **[←]**, **[→]**, **[↓]**, **[↑]** to set it.

❒ If you do not need to specify margins for back side pages, proceed to step **E**.

D **Set a binding margin for back side pages. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

Note

❒ Margins on the back side of the page is possible only when **[2 Sided]** or **[Combine 2 Side]** is selected.

E **Press [OK] twice.**

F **Place originals, and then press the 【Start】 key.**

Background Numbering

Use this function to have numbers printed in the background. This can help you to keep track of confidential documents.
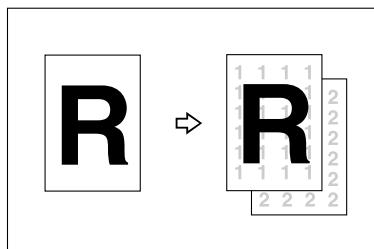
ZLFX170E

Note

❒ You can enter a number between 1 and 999.

Reference

Related default settings:

p.101 "Size"

p.101 "Density"

A **Press [Edit/Stamp].**
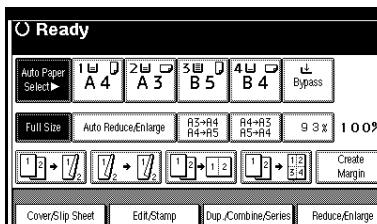
B **Press [Stamp].**

C **Press [Background Numbering].**

D Enter the number to start count-
ing from using the number keys,
and then press **[OK]**.

E Press **[OK]** twice.

F Place originals, and then press the
【**Start**】 key.

Preset Stamp

Frequently used messages can be
stored in memory and stamped on
copies.

GCSTMP1E
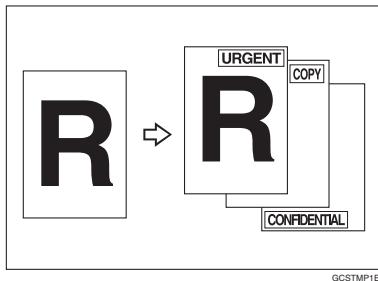
One of the following eight messages
can be stamped on copies with a
frame around it:

"COPY", "URGENT", "PRIORITY",
"For Your Info.", "PRELIMINARY",
"For Internal Use Only", "CONFI-
DENTIAL", "DRAFT".

Stamp position and original orientation
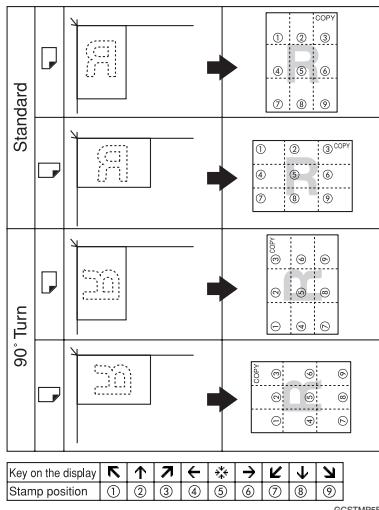
GCSTMP5E

Note
❒ You cannot use the bypass tray
with this function.

❒ Only one message can be stamped
at a time.

Reference
p.102 "Stamp Priority"

p.102 "Stamp Language"

p.102 "Stamp Position"

p.102 "Stamp Format"

A Press **[Edit/Stamp]**.
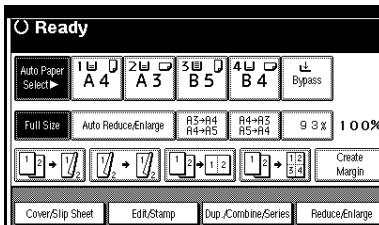
B Press **[Stamp]**.

C Press **[Preset Stamp]**.

62

D Select the message number.

E Press **[All Pages]** or **[1st Page only]** to select the print page.

✍ **Note**

❒ You can change the position, size, and density of the stamp. See p.63 "To change stamp position, size, and density".

F After you have specified all necessary settings, press **[OK]**.

G Press **[OK]** twice.

H Place originals, and then press the **【Start】** key.

To change stamp position, size, and density

A Press **[Change]**.

B Select the position for print, size, and density, and then press **[OK]**.
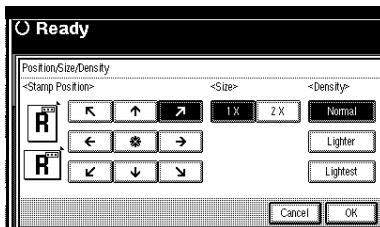
User Stamp

Prints a registered stamp onto copies.
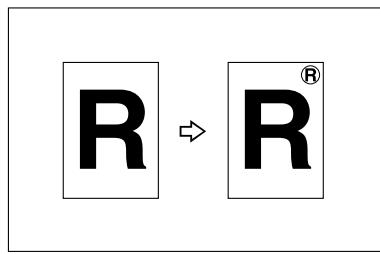
GCSTMP0E

📖 **Preparation**

You have to register a user stamp before using this function. See p.64 "To program the user stamp".

Stamp position and original orientation
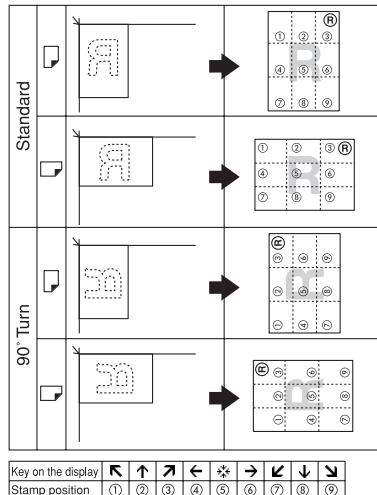
GCSTMP6E

✍ **Note**

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

❒ You can combine this function with only one Preset Stamp.

🔎 **Reference**

Related default settings:

p.102 "Stamp Position 1 - 4"

p.103 "Stamp Format 1 - 4"

63

2

A Press **[Edit/Stamp].**
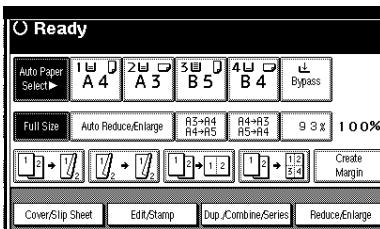
B Press **[Stamp].**

C Press **[User Stamp].**

D Select the stamp number.

E Press **[All Pages]** or **[1st Page only]** to select the print page.
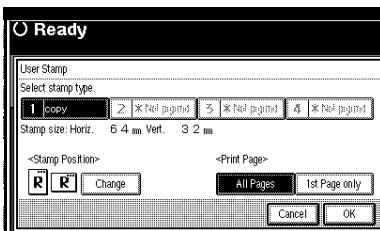
Note

❒ You can change the stamp position. See p.64 "To change the stamp position".

F After all settings are complete, press **[OK].**

G Press **[OK]** twice.

H Place the original, and then press the **【Start】** key.

To change the stamp position

A Press **[Change].**

B Select the position, and then press **[OK].**
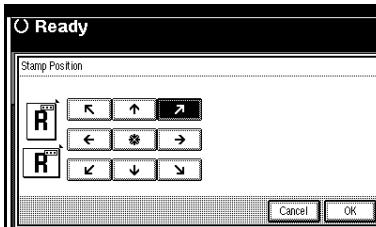
To program the user stamp

Note

❒ The range of stamp images for readability is 10–297 mm high (0.4"–11.7") and 10–432 mm (0.4"–17.0") wide. However, if the value exceeds the maximum area (5,000 mm^2, 7.75 inch^2), it is automatically adjusted to a value within range.

❒ Up to four frequently used images can be stored in memory.

A Make sure the machine's copier function is selected.

B Press the **【User Tools/Counter】** key.
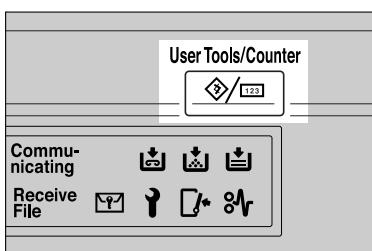
ZEWS050N

C Press **[Copier/Document Server Features]**.
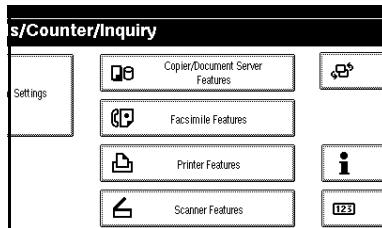
D Press **[Stamp]**.

E Press **[User Stamp]**.

F Press **[Program/Delete Stamp]**.

G Press **[Program]**, and then press the stamp number (1–4) you want to program.

📝 Note

❒ Stamp numbers displayed with ♦ next to them already have settings.

❒ If the stamp number is already in use, the machine will ask you if you want to overwrite it . Press **[Yes]** or **[No]**.

H Enter the user stamp name using the letter keys on the display panel. You can register up to 10 characters.

I Press **[OK]**.

🔎 Reference

"Entering Text", *General Settings Guide*

J Enter the horizontal size of the stamp using the number keys, and then press **[#]**.

K Press **[Vertical]**, and then enter the vertical size of the stamp using the number keys, and then press **[#]**.

L Place the original for user stamp on the exposure glass, and then press **[Start Scanning]**.

The original is scanned, and the stamp is registered.

📝 Note

❒ Originals cannot be scanned from the ADF when programming the user stamp.

M Press **[Exit]**.

N Press **[Exit]**.

The Copier/Document Server Features main menu appears.

O Press **[Exit]**.

The initial display appears.

To delete the user stamp

⚠️Important

❒ You cannot restore a deleted stamp.

A Make sure the machine's copier function is selected.

B Press the 【User Tools/Counter】key.

ZEWS050N

2
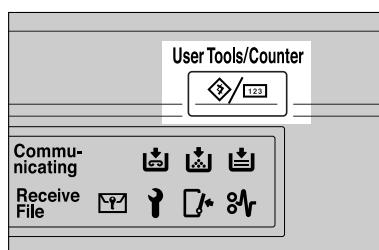
C **Press [Copier/Document Server Features].**
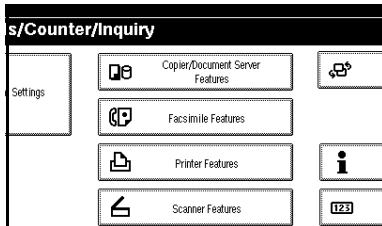
D **Press [Stamp].**

E **Press [User Stamp].**

F **Press [Program/Delete Stamp].**

G **Press [Delete], and then press the stamp number you want to delete.**

H **Select [Delete], and then press [Exit].**

I **Press [Exit].**

The Copier/Document Server Features main menu appears.

J **Press [Exit].**

The initial display appears.

Date Stamp

Use this function to print dates onto copies.
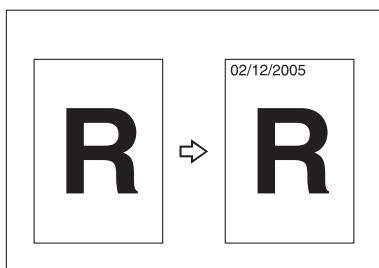
You can select from the following date formats:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

Stamp position and original orientation
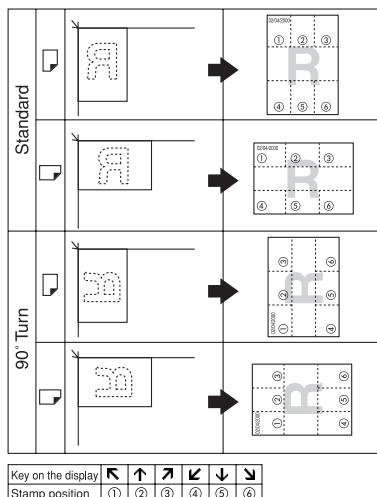
Note

❒ You cannot use the bypass tray with this function.

Reference

Related default settings:

p.103 "Format"

p.103 "Font"

p.103 "Stamp Position"

p.103 "Stamp Setting"

p.103 "Size"

p.103 "Superimpose"

"Timer Settings", *General Settings Guide*
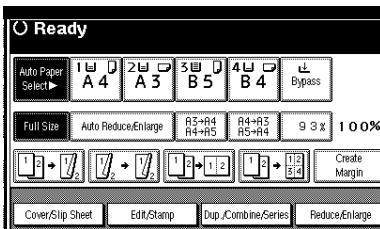
A Press **[Edit/Stamp].**

B Press **[Stamp].**

C Press **[Date Stamp].**

D Press **[All Pages]** or **[1st Page only]** to select the print page.
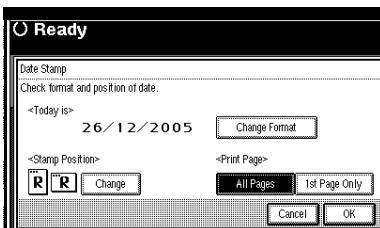
✎ Note

❒ You can change the format and position of the date stamp. See p.67 "To change the date format".

E After all settings are complete, press **[OK].**

F Press **[OK]** twice.

G Place the original, and then press the 【Start】 key.

To change the date format

A Press **[Change Format].**
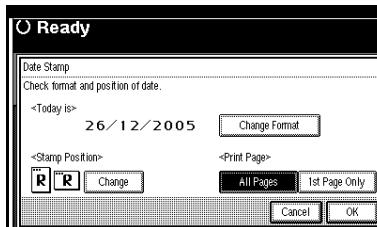
B Select the date format, and then press **[OK].**

To change the stamp position

A Press **[Change].**

B Select the date stamp position, and then press **[OK].**
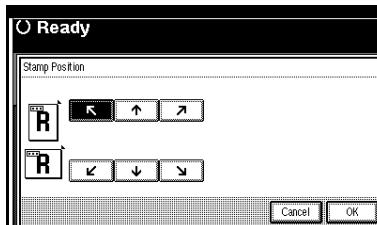
Page Numbering

Use this function to print page numbers onto copies.

CP2G0100

67
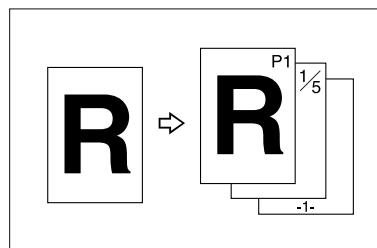
There are six types of Page Number-
ing ("n" is the total number of pages
in original):

- P1, P2,…Pn
- 1/n, 2/n,...n/n
- -1-, -2-,...-n-
- P.1, P.2 ...P.n
- 1, 2…n
- 1-1, 1-2,..1-n

Stamp position and orientation of originals

Key on the display / Stamp position table
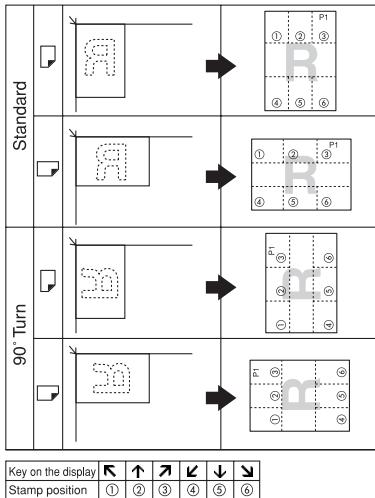
GCSTMP8E

Note
❒ You cannot use the bypass tray with this function.

Reference
Related default settings:

p.103 "Stamp Format"

p.104 "Font"

p.104 "Size"

p.104 "Duplex Back Page Stamp-
ing Position"

p.104 "Page Numbering in Com-
bine"

p.104 "Stamp on Designating Slip
Sheet"

p.104 "Stamp Position"

p.104 "Superimpose"

A Press **[Edit/Stamp].**
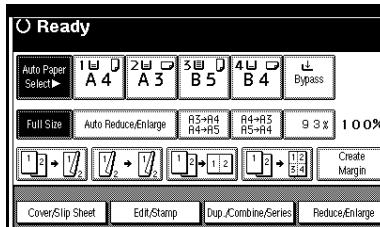
B Press **[Stamp].**

C Press **[Page Numbering].**

D Select the format.
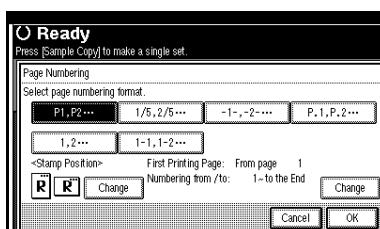
Note
❒ You can specify the stamp posi-
tion, pages to be stamped, and
numbering. See p.69 "To change
the stamp position", and p.69
"Specifying the first printing
page and start number".

E After all settings are complete,
press **[OK].**

F Press **[OK]** twice.

G Place the originals, and then press
the 【Start】 key.

68

To change the stamp position

A Press **[Change].**

B Select the position, and then press **[OK].**
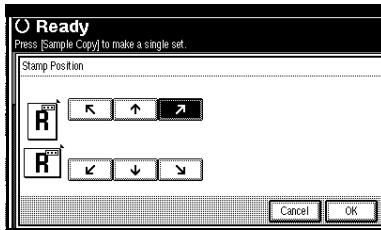
Specifying the first printing page and start number

If you selected (P1, P2…, -1-,-2-…, P.1, P.2…, 1, 2…,)

Note
❒ The following explanation uses P1, P2... as an example. The steps are the same for other selections.

A Press **[Change]** on the right side.

B Press **[First Printing Page],** then enter the original page number from which to start printing using the number keys, and then press the 【#】 key.
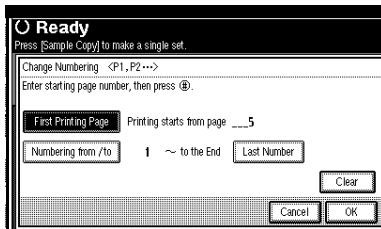
Note
❒ To change the number entered, press **[Clear]** or the 【Clear/Stop】 key, and then enter a new number.

C Press **[Numbering from/to],** enter the number of the page from which to start numbering using the number keys, and then press the 【#】 key.

Note
❒ The example below shows the first printing page as "2"and the start number as "3".
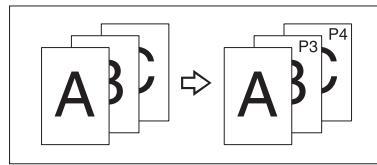
GCANPE2J

D Press **[Last Number],** enter the number of the page to stop numbering using the number keys, and then press the 【#】 key.
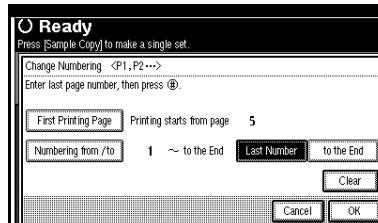
Note
❒ If you want to number all pages to the end, press **[to the end]**.

E When page designation is complete, press **[OK].**

F Press **[OK]** 3 times.

69

If you selected (1/5, 2/5…)

A Press [Change] on the right hand side of the display.

B Press [First Printing Page], then enter the original page number from which to start printing using the number keys, and then press the [#] key.
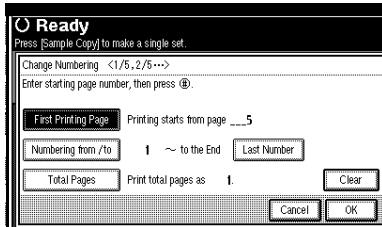
✎ Note

❒ You can enter between 1 and 9999 for the original page number from which to start printing.

❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.

C Press [Numbering from/to], then enter the number of page from which to start numbering using the number keys, and then press the [#] key.

D Press [Last Number], then enter the number of page at which to stop numbering using the number keys, and then press the [#] key.

Proceed to step **E** when not changing .

✎ Note

❒ To print on the last page, press **[to the end]**.

❒ The last number is the last page number printed. For example, if **[Total Pages]** is ten, if you want to print seven pages up to page 7, enter **[7]** as the **[Last Number]**.

❒ Normally, you do not need to enter this number.

E Press [Total Pages], enter the total number of original pages using the number keys, and then press the [#] key.

F When page designation is complete, press [OK].

✎ Note

❒ To change the settings after pressing **[OK]**, press **[Change]**, and then enter the numbers again.

G Press [OK] 3 times.

If you selected (1-1, 1-2,…)

A Press [Change] on the right hand side.

B Press [First Printing Page], and then enter the original page number from which to start printing using number keys, and then press the [#] key.
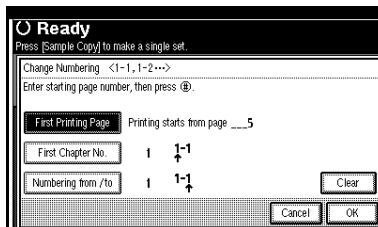
✎ Note

❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.

C Press **[First Chapter No.]**, enter the chapter number from which to start numbering using the number keys, and then press the **[#]** key.

✎ **Note**

❒ You can enter between 1 and 9999 for the chapter number from which to start numbering.

D Press **[Numbering from/to]**, and then enter the page number from which to start numbering using the number keys, and then press the **[#]** key.

E Press **[OK]**.

F When page designation is complete, press **[OK]**.

G Press **[OK]** twice.

Covers

Use this function to create cover sheets by adding additional pages of different paper, or copying existing pages onto different paper.

📖 **Preparation**

Before selecting this function, set the tray for front cover sheets. See "Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

✎ **Note**

❒ The cover sheet should be the same size and orientation as the copy paper.

❒ You cannot set the copy paper in the bypass tray. Only set cover or slip sheets in the bypass tray.

❒ When selecting Copy, select whether the front and back covers are copied one-sided or two-sided. See "Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

❖ **Front cover**

The first page of originals is copied onto a specified cover sheet paper, or a cover sheet is inserted before the first copy page.

• Copy
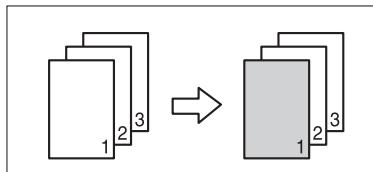
• Blank
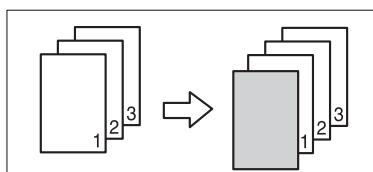
❖ **Front/Back covers**

The first and last page of original is copied onto a specified cover sheet paper.

• Copy

GCCOVE0E
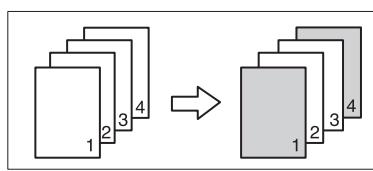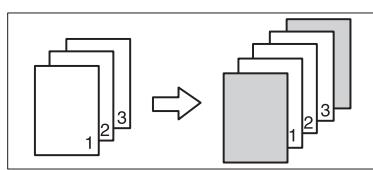
• Blank

🔍 **Reference**

p.101 "Front Cover Copy in Combine"

71

2

A Press **[Cover/Slip Sheet].**
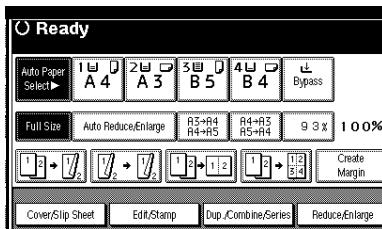
B Press **[Front Cover]** or **[Front/Back Cover].**

C Select **[Copy]** or **[Blank]** for the cover sheet.

D Select the paper tray containing the paper to copy the originals onto, and then press **[OK].**

E Place originals in the ADF, and then press the **【Start】** key.

Designate

Use this function to copy specified pages of original onto slip sheets.
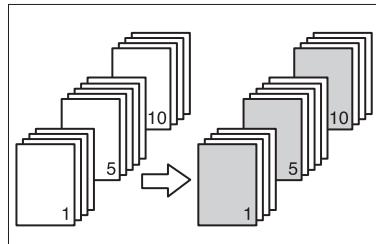
☷ Preparation

Before selecting this function, set the tray for slip sheets. See "Cover Sheet Tray" and "Slip Sheet Tray" in " Tray Paper Settings", *General Settings Guide*.

✎ Note

❒ Load slip sheets in the same size and orientation as copy paper.

❒ You cannot set copy paper in the bypass tray.

❒ You can specify up to 20 pages .

A Press **[Cover/Slip Sheet].**
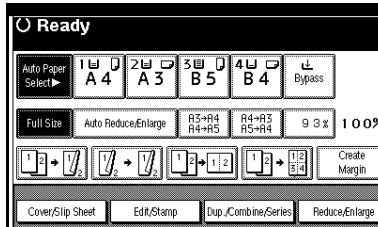
B Press **[Desig./Chapter].**

C Press the key to select the chapter number.

D Enter the page number of the original that you want to copy onto a slip sheet using the number keys, and then press the **【#】** key.

E To specify another page location, repeat steps **C** to **D**.

✎ Note

❒ To select chapters 11 to 20, press the **[▼11~20]** key.

F When page designation is complete, press **[OK].**

G Press **[OK].**

H Select the paper tray containing the paper to copy the originals onto.

I Place originals in the ADF, and then press the **【Start】** key.

72

Chapters

Page numbers you specify with this function will appear on the front of copy sheets.

📑 Preparation

Before selecting this function, press **[Dup./Combine/Series]** and select the Duplex (1 Sided→2 Sided) or Combine function.

🖉 Note

❒ This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.

❒ You can specify up to 20 pages.
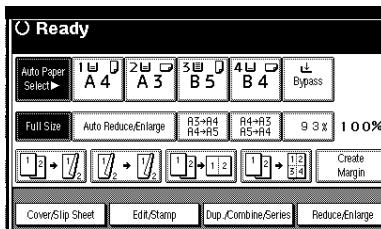
A **Press [Cover/Slip Sheet].**

B **Press [Desig./Chapter].**

C **Press [Chapter].**

D **Press the key to select the chapter number.**

E **Enter the number of the chapter's first page using the number keys, and then press the 【#】 key.**

F **To specify another page, repeat steps D to E.**

🖉 Note

❒ To select chapters 11 to 20, press the **[▼11-20]** key.

G **When page designation is complete, press [OK].**

H **Press [OK].**

I **Place originals, and then press the 【Start】 key.**

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to automatically insert a slip sheet between OHP transparencies, or as a stacking function. You can also copy onto slip sheets.
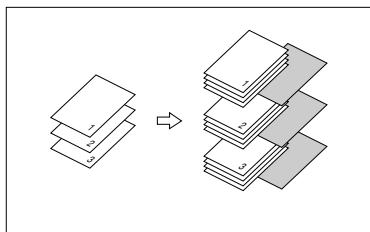
📑 Preparation

Before selecting this function, set the tray for slip sheets. See "Slip Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

🖉 Note

❒ Load slip sheets in the same size and orientation as copy paper or OHP transparencies.

❖ **When using OHP transparencies from the bypass tray**

- Copy
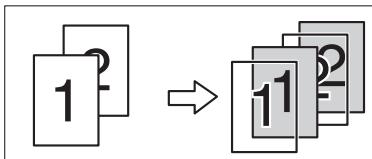
- Blank
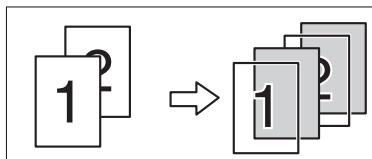
📝 Note

❒ Press the 【#】 key and select **[OHP Sheet]** in Special paper. See p.29 "When copying onto special paper".

🄰 **Press [Cover/Slip Sheet].**
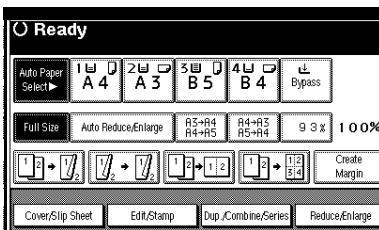
🄱 **Press [Slip Sheet].**

🄲 **Select [Copy] or [Blank], and then press [OK].**

🄳 **Select the paper tray containing the sheet paper to copy the originals.**

When using OHP transparencies, open the bypass tray or set Paper Tray 2.

🄴 **Place the originals, and then press the 【Start】 key.**

74

Storing Data in the Document Server

The Document Server enables you to store documents in memory and print them as you want.

Important

❒ Machine failure can result in data loss. Important data stored on the hard disk should be backed up. The manufacturer shall not be responsible for any damage that might result from loss of data.

Note

❒ Data stored in the Document Server is deleted after three days by setting default. You can specify a period after which stored data is automatically deleted. For more information about settings, see "Auto Delete File" in "Administrator Tools", *General Settings Guide*.

A Press [Store File].
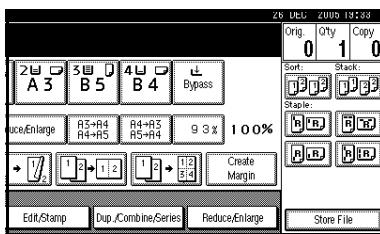
B Enter a user name, file name, or password if necessary.
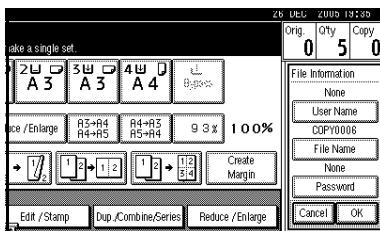
Reference

For details about how to register the user name, file name, or password, see *General Settings Guide*.

C Press [OK].

D Place the originals.

Reference

For more information about the types of originals that can be placed and how to place them, see p.13 "Placing Originals".

E Make the scanning settings for the originals.
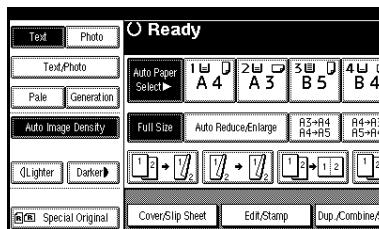
F Press the 【Start】 key.

Originals are scanned and stored in memory.

Note

❒ To stop scanning, press the 【Clear/Stop】 key. To resume a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press **[Stop]**.

❒ When placing an original on the exposure glass, press the 【#】 key after all the originals have been scanned.

❒ To check the document has been stored, press the 【Document Server】 key to display the document selection screen.

75

Programs

You can store frequently used copy job settings in machine memory and recall them for future use.

2 Storing a Program

Note

❒ You can store up to 10 programs.

❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See p.96 "Change Initial Mode" .

❒ Paper settings are stored based on paper size. However, if you have more than one paper tray containing same size paper, the tray prioritized with User Tools (System Settings) is selected first. See "Paper Tray Priority" in "Tray Paper Settings", *General Settings Guide*.

❒ Programs are not deleted by turning the power off or pressing the 【Clear Modes】 key. They are canceled only when you delete or overwrite them with another program.

A **Edit the copy settings so all functions you want to store in this program are selected.**
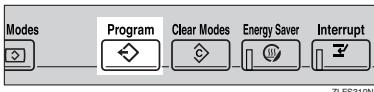
B **Press the 【Program】 key.**

C **Press [Register].**
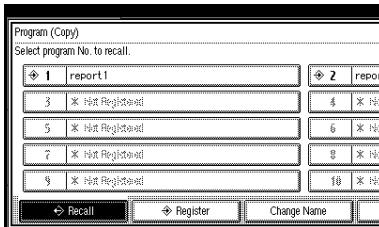
D **Press the program number you want to store.**

Note

❒ Program numbers displayed with ◈ next to them already have settings.

Reference

p.77 "Changing a stored program"

E **Enter the program name using the letter keys on the display panel.**

You can enter up to 40 characters.
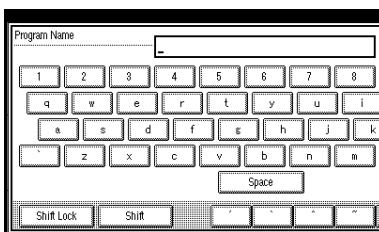
Reference

For details about entering characters, see "Entering Text", *General Settings Guide*.

Note

❒ If you do not want to enter a program name, proceed to step F.

76

🔆 Press [OK].

When the settings are successfully stored, the program name appears on the right side of the registered program number. After a while, the initial copy display appears.

Changing a stored program

🇦 **Check the program settings.**

📝 Note

❒ To check the contents of a program, recall it. See p.77 "Recalling a Program".

🇧 **Repeat steps 🇦 to 🇩 of "Storing a Program".**

🇨 **Press [Register].**

Repeat steps 🇪 and 🇫 of "Storing a Program".

📝 Note

❒ When overwritten, the earlier program is deleted.

Deleting a Program

🇦 **Press the 【Program】 key.**
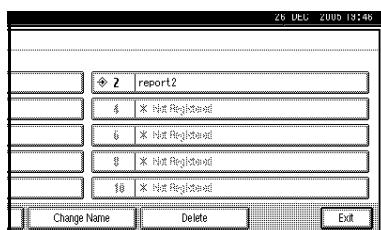
🇧 **Press [Delete].**

🇨 **Press the number of the program you want to delete.**

🇩 Press [Yes].

The program is deleted, and the initial copy display appears.

Recalling a Program

🇦 **Press the 【Program】 key.**
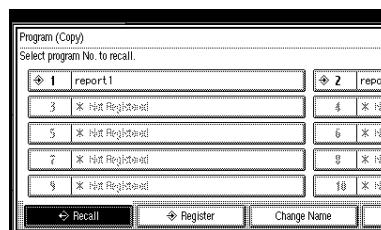
🇧 **Press [Recall].**

🇨 **Press the number of the program you want to recall.**

The stored settings are displayed.

📝 Note

❒ Program numbers displayed with 🔷 next to them already have settings.

🇩 **Place the originals, and then press the 【Start】 key.**

77

2

3. Troubleshooting

If Your Machine Does Not Operate As You Want

When a Message Is Displayed

The following chart contains explanations of common messages. If other messages appear, follow the instructions as displayed.

📝 **Note**

❐ For messages not listed here, see *General Settings Guide*.

Message	Causes	Solutions
Cannot detect original size.	An irregular original is placed. See p.12 "Sizes difficult to detect".	Place custom size originals on the exposure glass. See p.14 "Placing Originals on the Exposure Glass".
		Input the horizontal and vertical size of the custom size original. See p.14 "Placing Originals on the Exposure Glass".
		Select paper manually, not with the Auto Paper Select function.
		Do not use the Auto Reduce/Enlarge function.
	Original is not placed.	Place originals.
Check original orientation.	There is no copy paper in the same orientation as the originals.	Place the original in the same orientation as the copy paper.
Check paper size.	An irregular paper size is set.	Press the 【Start】 key and copying will start on the selected paper.
Rotate Sort is not available with this image size.	A paper size for which Rotate Sort is not available is selected.	Select a proper paper size. See p.110 "Sort, Rotate Sort, Stack".
Cannot staple paper of this size.	The Staple function cannot be used with the paper size selected.	Select a paper size that can be used with the Staple function. See p.112 "Staple".
Duplex is not available with this paper size.	A paper size not available when using the Duplex function has been selected.	Select a proper paper size. See p.114 "Duplex".
Maximum number of sets is *.	The number of copies exceeds maximum copy quantity.	You can change the maximum copy quantity. See p.96 "Max. Copy Quantity".

Message	Causes	Solutions
`Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?`	The number of scanned pages exceeds the capacity per file of the Document Server.	If you want to store scanned originals as a file, press **[Store File]**. The originals are stored as a file in the Document Server. If you do not want to store any scanned originals, press **[No]**. Scanned data will be cleared.
`Magazine or Booklet mode is not available due to mixed image mode.`	You selected the Magazine or Booklet function for originals scanned using different functions, such as copy and printer.	Make sure originals for the Magazine or Booklet function are scanned using the same function.
`Cannot copy. Original is being scanned by another function.`	The Document Server function is in use.	To cancel a job being processed, press **[Exit]**, and then press the **【 Document Server 】** key. Next, press the **【 Clear/Stop 】** key. When the message "`[Stop] key was pressed.Stop storing?`" appears, press **[Stop]**.
`You do not have the privileges to use this function.`	The use of this function is restricted to authentified users only.	Contact the administrator.
`Authentication has failed.`	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
	The machine cannot perform authentication.	Contact the administrator.
`The selected file(s) which you do not have access privileges to could not be deleted.`	You have tried to delete files without the authority to do so.	Files can be deleted by the person who created the file. To delete a file which you are not authorized to delete, contact the person who created the file.
`"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleard."` appears, and operations are not possible.	The destination list is being updated from the network using SmartDeviceMonitor for Admin. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.	Wait until the message disappears. Do not switch off the power while this message is displayed.

If You Cannot Make Clear Copies

Problem	Causes	Solutions
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.30 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density. See p.30 "Adjusting Copy Image Density".
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.30 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density. See p.30 "Adjusting Copy Image Density".
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density. See p.30 "Adjusting Copy Image Density". Change the orientation of the original. Put tape over pasted parts.
The same copy area is dirty whenever making copies.	The exposure glass or ADF is dirty.	Clean them. See *General Settings Guide*.
Copies are too light.	The image density is too light.	Adjust the image density. See p.30 "Adjusting Copy Image Density".
	The paper size is not suitable.	Use a recommended paper size. $\mathscr{D}$ **Note** ❒ A light copy may result when you use damp or rough grain paper.
	The toner cartridge is almost empty.	Add toner. See *General Settings Guide*.
Parts of the image are not copied.	The original is not set correctly.	Place originals correctly. See p.13 "Placing Originals".
	An irregular paper size is selected.	Select a proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.13 "Placing Originals".
A moiré pattern is produced on copies. R ⇨ R	Original has a dot pattern image, or too many lines.	Position the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

This section explains causes of, and remedies for, unexpected copy results.

❖ **Basic**

Problem	Causes	Solutions
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See *General Settings Guide*. 📎 **Note** ❐ After removing jammed staples, staples might not eject the first few times you try to use the stapler.
	The number of copies exceeds stapler capacity.	Check the stapler capacity. See p.112 "Staple".
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not placed correctly.	Check originals are placed in the correct position. See p.43 "Staple".
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. See p.107 "Combination Chart".
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	You can interrupt copying when memory becomes full. See p.105 "Memory Full Auto Scan Restart".
Paper does not output during printing with stapling.	If you stop printing while using the staple function, sheets not stapled during printing may be left in the staple unit.	Press the 【 Clear Modes 】 key and cancel copy settings, including stapling.
The copy is grayed out, or embedded text appears conspicuously on the copy.	You have copied a document subject to unauthorized copy prevention.	Check the document. *General Settings Guide*, *Printer Reference*.

❖ **Edit**

Problem	Causes	Solutions
When using the Double Copies function, parts of the original image are not copied.	The original and copy paper combination is not correct.	Select A3↙ for A4 ↺ originals and A4 for A5 originals. See ⇒ p.56 "Double Copies".
When using the Border, Centre, or Centre/Border function, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2-99 mm. See "Erase Border Width" and "Erase Centre Width" in p.98 "Edit P.$^1/_2$". Place originals correctly.
	Originals are not scanned correctly.	Place originals correctly.
When using the Margin Adjustment function, parts of the original image are not copied.	You set a wide erased margin.	Set a narrower margin with User Tools. You can set the width between 0–30 mm (0"–1.2"). See p.99 "Front Margin: Left/Right", p.99 "Front Margin: Top/Bottom", p.99 "Back Margin: Left/Right", and p.99 "Back Margin: Top/Bottom".
	There is a lack of margin space on the opposite side of the binding position.	
When using the Image Repeat function, the original image is not copied repeatedly.	You selected copy paper of the same size as the originals, or you did not select a proper reproduction ratio.	Select copy paper of a larger size than the originals.
		Select a proper reproduction ratio.

❖ **Stamp**

Problem	Causes	Solutions
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.

83

❖ **Combine**

Problem	Causes	Solutions
You cannot fold copies into a book using the Booklet or Magazine function.	Combine Original Booklet Format or Combine Original Magazine Format is not set correctly.	Change the setting.
When using the Combine function, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of originals and copy paper.	When you specify a reproduction ratio using the Manual Paper Select function, make sure the ratio matches originals and the copy paper. 🖉 **Note** ❒ Select the correct reproduction ratio before using the Combine function.
Copies are not in correct order.	You placed the originals in incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

❖ **Duplex**

Problem	Causes	Solutions
When using Duplex, copy is made Top/Bottom even though Left/Right is selected.	You placed the originals in the wrong orientation.	Place the originals in the correct orientation. See p.13 "Original Orientation" .
Copies are not in correct order.	You placed the originals in incorrect order.	When placing a stack of originals in the ADF, the first page should be on top.
		If you place an original on the exposure glass, start with the first page to be copied.

When Memory Is Full

Note

❒ If you set **[Memory Full Auto Scan Restart]** in User Tools (see p.105 "Memory Full Auto Scan Restart") to **[Yes]**, even if memory becomes full, the memory overflow message will not appear. The machine will make copies of scanned originals first, then automatically scan and copy remaining originals. When this happens, the resulting sorted pages will not be sequential.

Message	Causes	Solutions

`Memory is full.*` `originals have been` `scanned.`
 `Press [Print] to` `copy scanned origi-` `nals. Do not remove` `remaining originals.`
 Note
 ❒ Copying will stop and this message will be displayed when the memory is full.
	The scanned original exceeds the number of pages that can be stored in memory.	Press **[Print]** to print out already scanned originals and then delete scan data.
		 Or, press **[Clear]** to simply delete scan data.

`Press [Resume] to` `scan and copy re-` `maining originals.` **[Stop] [Resume]**	The machine checks if the remaining originals should be copied, after the scanned original is printed.	To continue copying, remove all copies, and then press **[Resume]**. To stop copying, press **[Stop]**.

3

3

4. User Tools (Copier/Document Server Features)

User Tools Menu (Copier/Document Server Features)

User Tools item name	Default
General Features P.1/4 See p.94 "General Features P.^{1}/$_4$".	
Auto Paper Select Priority	*On*
Auto Tray Switching	*With Image Rotation*
Paper Display	*Display*
Original Type Priority	*Text*
Original Type Display	*Display*
Auto Image Density Priority	Text: *On* Text/Photo: *On* Photo: *Off* Pale: *On* Generation Copy: *On*
Copy Quality	Text: *Normal* Text/Photo: *Normal* Photo: *Print Photo* Pale: *Normal* Generation Copy: *Normal*
Image Density	Text: *Normal* Text/Photo: *Normal* Photo: *Normal* Pale: *Normal* Generation Copy: *Normal*
General Features P.2/4 See p.96 "General Features P.^{2}/$_4$".	
Duplex Mode Priority	*1 Sided→1 Sided* (metric) *1 Sided→2 Sided* (inch)
Copy Orientation in Duplex Mode	*Top to Top*
Original Orientation in Duplex Mode	*Top to Top*
Change Initial Mode	*Standard*
Max. Copy Quantity	*999 Sheets*
Tone: Original remains	*On*
Job End Call	*On*

User Tools item name	Default
General Features P.3/4 See p.96 "General Features P.^{3}/$_4$".	
Copy Function Key: F1–F5	• F1: *1 Sided→2 Sided: T to T* • F2: *2 Sided: T to T→2 Sided: T to T* • F3: *1 Sided→1 Sided Combine* • F4: *1 Sided→1 Sided Combine: 4 originals* • F5: *Create Margin*
General Features P.4/4 See p.97 "General Features P.^{4}/$_4$".	
Document Server Storage Key: F1–F5	• F1: *2 Sided Original Top to top* • F2: *1 Sided→1 Sided Combine* • F3: *1 Sided→1 Sided Combine: 4 originals* • F4: *1 Sided→1 Sided Combine: 8 originals* • F5: *Create Margin*
Reproduction Ratio P.1/2 See p.97 "Reproduction Ratio P.^{1}/$_2$".	
Shortcut R/E	Metric version •Shortcut R/E 1: *71%* •Shortcut R/E 2: *141%* •Shortcut R/E 3: *93%* Inch version •Shortcut R/E 1: *73%* •Shortcut R/E 2: *155%* •Shortcut R/E 3: *93%*
Enlarge 1–5	Metric version •Enlarge 1: *115%* •Enlarge2: *122%* •Enlarge 3: *141%* •Enlarge 4: *200%* •Enlarge 5: *400%* Inch version •Enlarge 1: *121%* •Enlarge 2: *129%* •Enlarge 3: *155%* •Enlarge 4: *200%* •Enlarge 5: *400%*
Priority Setting: Enlarge	Metric version: *141%* Inch version: *155%*

User Tools item name	Default
Reproduction Ratio P.2/2 See p.98 "Reproduction Ratio P.$^2/_2$".	
Reduce 1–6	Metric version •Reduce 1: *25%* •Reduce 2: *50%* •Reduce 3: *65%* •Reduce 4: *71%* •Reduce 5: *75%* •Reduce 6: *82%* Inch version •Reduce 1: *25%* •Reduce 2: *50%* •Reduce 3: *65%* •Reduce 4: *73%* •Reduce 5: *78%* •Reduce 6: *85%*
Priority Setting: Reduce	Metric version: *71%* Inch version: *73%*
Ratio for Create Margin	*93%*
R/E Priority	*Reduce*
Edit P.1/2 See p.98 "Edit P.$^1/_2$".	
Front Margin: Left/Right	Metric version: *Left 5 mm* Inch version: *Left 0.2″*
Back Margin: Left/Right	Metric version: *Right 5 mm* Inch version: *Right 0.2″*
Front Margin: Top/Bottom	Metric version: *T/B 0 mm* Inch version: *T/B 0″*
Back Margin: Top/Bottom	Metric version: *T/B 0 mm* Inch version: *T/B 0″*
1 Sided→2 Sided Auto Margin: TtoT	Metric version: *Right 5 mm* Inch version: *Right 0.2″*
1 Sided→2 Sided Auto Margin: TtoB	Metric version: *T/B 0 mm* Inch version: *T/B 0″*
Erase Border Width	Metric version: *10 mm* Inch version: *0.4″*
Erase Original Shadow in Combine	*Yes*
Erase Centre Width	Metric version: *10 mm* Inch version: *0.4″*

4

User Tools item name		Default
Edit P.2/2 See p.100 "Edit P.^{2}/$_2$".		
Image Repeat Separation Line		*None*
Double Copies Separation Line		*None*
Separation Line in Combine		*None*
Copy on Designating Paper		*Yes*
Front Cover Copy in Combine		*Combine*
Copy on Designating Page in Combine		*Combine*
Orientation: Booklet, Magazine		*Open to Left*
Copy Order in Combine		*From Left to Right*
Stamp See p.101 "Stamp".		
Background Numbering	Size	*Normal*
	Density	*Normal*
Preset Stamp	Stamp Priority	*Copy*
	Stamp Language	*English*
	Stamp Position	Metric version • Position: *Top Right* • Top Margin: *24 mm* • Right Margin: *24 mm* Inch version • Position: *Top Right* • Top Margin: *1.0″* • Right Margin: *1.0″*
	Stamp Format	Size: *1×*
		Density: *Normal*
		Page to Stamp: All Pages
User Stamp	Program/Delete Stamp	
	Stamp Position: 1–4	Metric version • Position: *Top Right* • Top Margin: *24 mm* • Right Margin: *24 mm* Inch version • Position: *Top Right* • Top Margin: *1.0″* • Right Margin: *1.0″*
	Stamp Format: 1–4	Page to Stamp: *All Pages*

4

User Tools item name		Default
Date Stamp	Format	Metric version: *DD/MM/YYYY* Inch version: *MM/DD/YYYY*
	Font	*Font 1*
	Stamp Position	Metric version • Position: *Top Left* • Top Margin: *8 mm* • Left Margin: *32 mm* Inch version • Position: *Top Left* • Top Margin: *0.3″* • Left Margin: *0.8″*
	Stamp Setting	Page to Stamp: *All Pages*
	Size	*Auto*
	Superimpose	*No*

4

User Tools item name		Default
Page Numbering	Stamp Format	*P1, P2...*
	Font	*Font 1*
	Size	*Auto*
	Duplex Back Page Stamping Position	*Opposite Position*
	Page Numbering in Combine	*Per original*
	Stamp on Designating Slip Sheet	*No*
	Stamp Position	Metric version • Position P1, 1/5, P.1, 1: *Top Right* -1-, 1-1: *Bottom Centre* • Top/Bottom Margin P1, 1/5, P.1, 1: *12 mm* -1-, 1-1: *8 mm* • Left/Right Margin P1, 1/5, P.1, 1: *12 mm* -1-, 1-1: *0 mm* Inch version • Position P1, 1/5, P.1, 1: *Top Right* -1-, 1-1: *Bottom Centre* • Top/Bottom Margin P1, 1/5, P.1, 1: *0.5"* -1-, 1-1: *0.3"* • Left/Right Margin P1, 1/5, P.1, 1: *0.5"* -1-, 1-1: *0.0"*
	Superimpose	*No*
Input/Output See p.104 "Input/Output".		
Switch to Batch		*Batch*
SADF Auto Reset		*5 seconds*
Rotate Sort: Auto Paper Continue		*No*
Auto Sort		*No*
Memory Full Auto Scan Restart		*No*
Select Stack Function		*Stack*
Letterhead Setting		*No*
Administrator Tools See p.105 "Administrator Tools".		
Menu Protect		*Level 2*

Accessing User Tools (Copier/Document Server Features)

This section is for key operators in charge of this machine. With User Tools can change the machine's default settings.

📝 Note

❒ Be sure to exit User Tools and return to the initial copy display after all settings are finished. This section describes system settings you can set for the copier function.

❒ The selected key is highlighted.

❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

🔎 Reference

For details, see "Changing Default Settings" in "User Tools (System Settings)", *General Settings Guide*.

Changing Default Settings

🅐 Press the 【User Tools/Counter】 key.

The User Tools main menu appears.

ZEWS050N
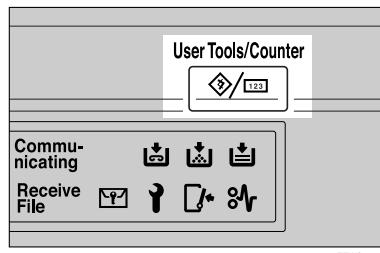
🅑 Press [Copier/Document Server Features].

The Copier/Document Server Features menu appears.

🅒 Select the menu you want to set.

The setting display for each menu appears.

🔎 Reference

p.87 "User Tools Menu (Copier/Document Server Features)"

🅓 Change settings by following the instructions on the display panel, and then press [OK].

Exiting User Tools

🅐 After changing default settings, press [Exit] on the User Tools main menu.

Changes to User Tools are complete, and the machine is ready to copy.
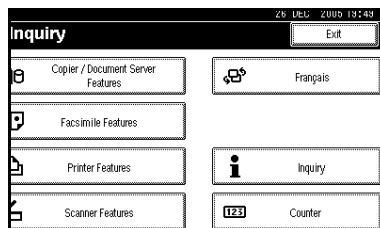
📝 Note

❒ You can also exit User Tools by pressing the 【User Tools/Counter】 key.

Settings You Can Change with User Tools

General Features P.1/4

❖ **Auto Paper Select Priority**
Auto Paper Select is the default setting. You can cancel this setting. See p.32 "Selecting Copy Paper".

📎 **Note**
❒ Default: *On*

❖ **Auto Tray Switching**
If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

📎 **Note**
❒ Default: *With Image Rotation*
❒ **[With Image Rotation]** Use to copy when using the Auto Tray Switching function.
❒ **[Without Image Rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message "Load paper." is displayed.
❒ **[Off]** When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

❖ **Paper Display**
You can choose to have the available paper trays and sizes shown on the initial display.

📎 **Note**
❒ Default: *Display*
❒ If you select **[Hide]**, the display is shown as below. When Auto Paper Select is pressed, paper sizes appear on the display.
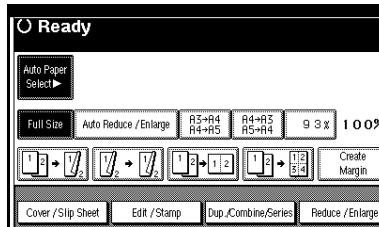
❖ **Original Type Priority**
You can select the original type effective when the power is turned on, or modes cleared. See p.31 "Selecting the Original Type Setting".

📎 **Note**
❒ Default: *Text*

❖ **Original Type Display**
You can have the original types shown on the initial display.

📎 **Note**
❒ Default: *Display*
❒ If you select **[Hide]**, the display is as below.

94
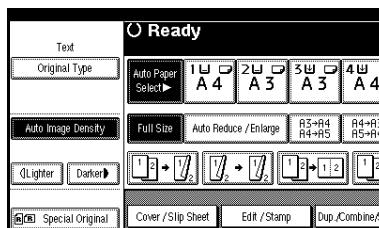
❖ **Auto Image Density Priority**
Set this function to use Auto Image Density when the power is turned on, or modes cleared.

Note
❒ Default: *Text: On, Text/Photo: On, Photo: Off, Pale: On, Generation Copy: On*

❖ **Copy Quality**
You can adjust the quality level of copies for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).

• Text
Adjust text sharpness.

Note
❒ Default: *Normal*
❒ **[Custom Setting]** is the value set during service setup.
❒ Choosing **[Sharp]** or Sort affects the outline sharpness of text.

• Text/Photo
When there are photo(s) and text on the original, select which takes priority.

Note
❒ Default: *Normal*
❒ **[Custom Setting]** is the value set during service setup.
❒ **[Normal]** gives a balanced text and photo reproduction.

• Photo
For a photo original, adjust the finish quality level to match the type of photo original.

Note
❒ Default: *Print Photo*
❒ **[Custom Setting]** is the value set during service setup.
❒ Select **[Print Photo]** for printed photo originals, and **[Coarse Print]** for a coarse dot finish, such as newspaper photos.
❒ Select **[Glossy Photo]** for printed photo and text originals.

• Pale
Adjust the quality level for the finish of a pale original with normal density.

Note
❒ Default: *Normal*
❒ **[Custom Setting]** is the value set during service setup.

• Generation Copy
Adjust the quality level so as not to thicken the lines of the finish image.

Note
❒ Default: *Normal*
❒ **[Custom Setting]** is the value set during service setup.

❖ **Image Density**
You can select one of seven original image density levels for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).

Note
❒ Default: *Text: Normal, Text/Photo: Normal, Photo: Normal, Pale: Normal, Generation Copy: Normal*

General Features P.²/₄

❖ **Duplex Mode Priority**
You can select the type of the Duplex function effective when the power is turned on, or modes cleared.

🖉 **Note**
❒ Default:
  • Metric version: *1 Sided→1 Sided*
  • Inch version: *1 Sided→2 Sided*

❖ **Copy Orientation in Duplex Mode**
You can set the copy orientation when making two-sided copies.

🖉 **Note**
❒ Default: *Top to Top*

❖ **Original Orientation in Duplex Mode**
You can set the original orientation when making two-sided copies.

🖉 **Note**
❒ Default: *Top to Top*

❖ **Change Initial Mode**
You can select standard mode or Program No.10 as the mode effective when power is turned on, or modes cleared.

🖉 **Note**
❒ Default: *Standard*

❖ **Max. Copy Quantity**
The maximum copy quantity can be set between 1 and 999.

🖉 **Note**
❒ Default: *999 Sheets*

❖ **Tone: Original remains**
The beeper (key tone) sounds if you forget to remove originals after copying.

🖉 **Note**
❒ Default: *On*

❒ If Panel Tone in User Tools (System Settings) is **[OFF]**, the beeper does not sound, whatever the Tone: Original remains setting. See "Panel Tone" in "General Features", *General Settings Guide*.

❖ **Job End Call**
You can choose to have the beeper sound when copying is complete.

🖉 **Note**
❒ Default: *On*

❒ If Panel Tone of User Tools (System Settings) settings is **[ON]**, the machine beeps to notify you that it did not complete a job for reasons such as: the paper tray ran out of paper, or a paper jam occurred.

General Features P.³/₄

❖ **Copy Function Key: F1-F5**
You can assign frequently used functions to function keys F1 to F5.
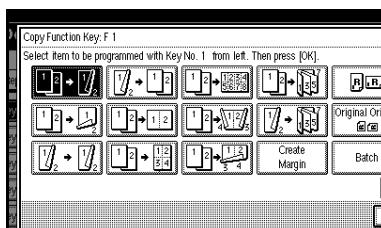
🖉 **Note**
❒ Default:
  • Copy Function Key: F1: *1 Sided→2 Sided: T to T*
  • Copy Function Key: F2: *2 Sided: T to T→2 Sided: T to T*
  • Copy Function Key: F3: *1 Sided→1 Sided Combine*

- Copy Function Key: F4: *1 Sided→1 Sided Combine: 4 originals*

- Copy Function Key: F5: *Create Margin*

General Features P.⁴/₄

❖ **Document Server Storage Key: F1–F5**
You can assign frequently used functions to function keys F1 to F5. You can also change assigned functions.
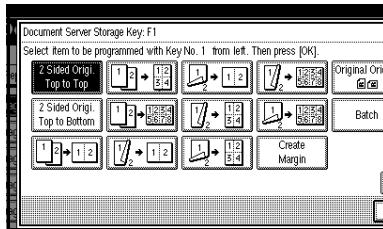
 Note
❒ Default:

- Document Server Storage Key: F1: *2 Sided Original Top to top*

- Document Server Storage Key: F2: *1 Sided→1 Sided Combine*

- Document Server Storage Key: F3: *1 Sided→1 Sided Combine: 4 originals*

- Document Server Storage Key: F4: *1 Sided→1 Sided Combine: 8 originals*

- Document Server Storage Key: F5: *Create Margin*

Reproduction Ratio P.¹/₂

❖ **Shortcut R/E**
You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/Enlarge ratios.

If no Reduce/Enlarge ratio has been set when selecting **[Shortcut R/E 1]**, **[Shortcut R/E 2]**, or **[Shortcut R/E 3]**, enter the ratio using the number keys.

❖ **Enlarge 1-5**
You can customize available enlargement ratios by pressing **[Reduce/Enlarge]**, followed by **[Enlarge]**.

 Note
❒ Default:

- Metric version:
  - Enlarge 1: *115%*
  - Enlarge 2: *122%*
  - Enlarge 3: *141%*
  - Enlarge 4: *200%*
  - Enlarge 5: *400%*

- Inch version:
  - Enlarge 1: *121%*
  - Enlarge 2: *129%*
  - Enlarge 3: *155%*
  - Enlarge 4: *200%*
  - Enlarge 5: *400%*

❒ When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 400%).

❖ **Priority Setting: Enlarge**
You can set the ratio with priority when **[Reduce/Enlarge]** is pressed, followed by **[Enlarge]**.

📎 **Note**
❒ Default:
- Metric version: *141%*
- Inch version: *155%*

Reproduction Ratio P.²/₂

❖ **Reduce 1-6**
You can customize available reduction ratios by pressing **[Reduce/Enlarge]**, followed by **[Reduce]**.

25%	50% A3→A5 F→A5	65% A3→F	71% A3→A4 A4→A5	75% B4→F4 A4→A5	82% F→A4 B4→A4
Reduce1	Reduce2	Reduce3	Reduce4	Reduce5	Reduce6

📎 **Note**
❒ Default:
- Metric version:
  - Reduce 1: *25%*
  - Reduce 2: *50%*
  - Reduce 3: *65%*
  - Reduce 4: *71%*
  - Reduce 5: *75%*
  - Reduce 6: *82%*
- Inch version:
  - Reduce 1: *25%*
  - Reduce 2: *50%*
  - Reduce 3: *65%*
  - Reduce 4: *73%*
  - Reduce 5: *78%*
  - Reduce 6: *85%*

❒ When selecting **[User Redc.Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

❖ **Priority Setting: Reduce**
You can set the ratio with priority when **[Reduce/Enlarge]** is pressed, followed by **[Reduce]**.

📎 **Note**
❒ Default:
- Metric version: *71%*
- Inch version: *73%*

❖ **Ratio for Create Margin**
You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

📎 **Note**
❒ Default: *93%*

❖ **R/E Priority**
Specifies which tab has priority on the display panel when **[Reduce/Enlarge]** is pressed.

📎 **Note**
❒ Default: *Reduce*

Edit P.¹/₂

📎 **Note**
❒ Enter the width of the binding margin using the number keys, as follows:
- Metric version: 0–30 mm (1 mm increments)
- Inch version: 0"–1.2" (0.1 in increments)

❒ Enter the width of the erased margin using the number keys as follows:
- Metric version: 2–99 mm (1 mm increments)
- Inch version: 0.1"–3.9" (0.1 in increments)

❖ **Front Margin: Left/Right**

You can specify left and right margins on the front side of copies using the Margin Adjustment function.

Note

❒ Default:

- Metric version: *Left 5 mm*
- Inch version: *Left 0.2″*

❖ **Back Margin: Left/Right**

You can specify left and right margins on the back side of copies using the Margin Adjustment function.

Note

❒ Default:

- Metric version: *Right 5 mm*
- Inch version: *Right 0.2″*

❖ **Front Margin: Top/Bottom**

You can specify top and bottom margins on the front side of copies using the Margin Adjustment function.

Note

❒ Default:

- Metric version: *T/B 0 mm*
- Inch version: *T/B 0.0″*

❖ **Back Margin: Top/Bottom**

You can specify top and bottom margins on the back side of copies using the Margin Adjustment function.

Note

❒ Default:

- Metric version: *T/B 0 mm*
- Inch version: *T/B 0.0″*

❖ **1 Sided→2 Sided Auto Margin: TtoT**

When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side.
The margin is set to the same value as "**Back Margin: Left/Right**".

Note

❒ Default:

- Metric version: *Right 5 mm*
- Inch version: *Right 0.2″*

❖ **1 Sided→2 Sided Auto Margin: TtoB**

When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side. The margin is set to the same value as "**Back Margin: Top/Bottom**".

Note

❒ Default:

- Metric version: *T/B 0 mm*
- Inch version: *T/B 0.0″*

❖ **Erase Border Width**

You can specify the width of erased border margins using this function.

Note

❒ Default:

- Metric version: *10 mm*
- Inch version: *0.4″*

❖ **Erase Original Shadow in Combine**

In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

Note

❒ Default: *Yes*

❖ **Erase Centre Width**

You can specify the width of the erased centre margins using this function.

4

Note
❒ Default:
  - Metric version: *10 mm*
  - Inch version: *0.4"*

Edit P.²/₂

Note
❒ An image of approximately 1.5 mm (0.06") will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ **Image Repeat Separation Line**
You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.

  - None

  - Solid

  - Broken A

  - Broken B

  - Crop Marks

Note
❒ Default: *None*

❖ **Double Copies Separation Line**
You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.

  - None

  - Solid

  - Broken A

  - Broken B

  - Crop Marks

Note
❒ Default: *None*

❖ **Separation Line in Combine**
You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks. See p.48 "1 Sided Combine" and p.49 "2 Sided Combine".

  - None

  - Solid

• Broken A

• Broken B

• Crop Marks

📎 **Note**
❒ Default: *None*

❖ **Copy on Designating Paper**
You can specify whether to copy onto slip sheets.

📎 **Note**
❒ Default: *Yes*

❖ **Front Cover Copy in Combine**
You can make a combined copy on the front cover sheet when you select the Front Cover function.

Combine	Not Combined		
1 2 3 4	1	2 3 4 5	6 7 8

GCST019E

📎 **Note**
❒ Default: *Combine*

❖ **Copy on Designating Page in Combine**
You can make a combined copy on the inserted slip sheets when using the Desig./Chapter Copy function.

📎 **Note**
❒ Default: *Combine*

❖ **Orientation: Booklet, Magazine**
You can select the orientation of copies to open when using Booklet or Magazine function.

📎 **Note**
❒ Default: *Open to Left*

🔎 **Reference**

❖ **Copy Order in Combine**
You can set the copy order when using the Combine function to Left to Right or Top to Bottom.

From Left to Right	From Top to Bottom
1 2 3 4	1 3 2 4
1 2 3 4 5 6 7 8	1 3 5 7 2 4 6 8

GCAH090E

📎 **Note**
❒ Default: *From left to right*

Stamp

Background Numbering

❖ **Size**
You can set the size of the numbers.

📎 **Note**
❒ Default: *Normal*

❖ **Density**
You can set the density of the numbers.

📎 **Note**
❒ Default: *Normal*

Preset Stamp P.$^1/_4$-$^4/_4$

❖ **Stamp Priority**
You can select the stamp type given priority when **[Preset Stamp]** is pressed. See p.62 "Preset Stamp".

📎 **Note**
❒ Default: *Copy*

❖ **Stamp Language**
You can select the language of the stamp.

📎 **Note**
❒ Default: *English*

❖ **Stamp Position**
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

📎 **Note**
❒ Default:
  • Metric Version:
    • Position: *Top Right*
    • Top Margin: *24 mm*
    • Right Margin: *24 mm*
  • Inch Version:
    • Position: *Top Right*
    • Top Margin: *1.0"*
    • Right Margin: *1.0"*

❖ **Stamp Format**
You can adjust the stamp's size, density, and print page.

  • Size
  You can set the size of the stamp.

  📎 **Note**
  ❒ Default: *1X*

  • Density
  You can set the pattern used to print the stamp.

📎 **Note**
❒ Default: *Normal*

❒ Normal: The stamp is printed on the image. You cannot check which parts will overlap.

❒ Lighter: The image can be seen through the stamp.

❒ Lightest: You can see the image even clearer than in the Lighter setting.

  • Page to Stamp
  You can have the stamp printed on the first page or all pages.

  📎 **Note**
  ❒ Default: *All Pages*

User Stamp P.$^1/_2$-$^2/_2$

❖ **Program/Delete Stamp**
You can register, change, or delete these user stamp designs.

📎 **Note**
❒ You can register up to four custom stamps with your favorite designs. See p.64 "To program the user stamp".

🔍 **Reference**
For how to delete the user stamp, see p.65 "To delete the user stamp".

❖ **Stamp Position 1 - 4**
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

 Note

❒ Default:

- Metric version:
  - Position: *Top Right*
  - Top Margin: *24 mm*
  - Right Margin: *24 mm*
- Inch version:
  - Position: *Top rRight*
  - Top Margin: *1.0″*
  - Right Margin: *1.0″*

❖ **Stamp Format 1 - 4**

You can adjust the print page for User Stamps 1 to 4 already registered.

- Page to Stamp
  Sets whether to print the stamp on all pages or only the first page.

 Note

❒ Default: *All Pages*

Date Stamp

❖ **Format**

You can select the date format for the Date Stamp function.

 Note

❒ Default:
  - Metric version: *DD/MM/YYYY*
  - Inch version: *MM/DD/YYYY*

❖ **Font**

You can select the Date Stamp font.

 Note

❒ Default: *Font 1*

❒ This setting is linked to the Page Numbering function.

❖ **Stamp Position**

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

 Note

❒ Default:
  - Metric version:
    - Position: *Top Left*
    - Top Margin: *8 mm*
    - Left Margin: *32 mm*
  - Inch version:
    - Position: *Top Left*
    - Top Margin: *0.3″*
    - Left Margin: *0.8″*

❖ **Stamp Setting**

You can have the date printed on the first page or all pages.

 Note

❒ Default: *All Pages*

❖ **Size**

You can set the Date Stamp size.

 Note

❒ Default: *Auto*

❖ **Superimpose**

You can have the Date Stamp printed in white where it overlaps black parts of the image.

 Note

❒ Default: *No*

Page Numbering P.^{1}/$_3$-^{2}/$_3$

❖ **Stamp Format**

You can select the page number format given priority when **[Page Numbering]** is pressed.

 Note

❒ Default: *P1, P2*

❖ **Font**

You can select the page number font.

🖉 **Note**

❒ Default: *Font 1*

❖ **Size**

You can set the size of the page number.

🖉 **Note**

❒ Default: *Auto*

❖ **Duplex Back Page Stamping Position**

You can set the position of the duplex back page number printed using the Duplex function.

🖉 **Note**

❒ Default: *Opposite Position*

❖ **Page Numbering in Combine**

You can set page numbering when using the Combine and Page Numbering function together.

🖉 **Note**

❒ Default: *Per original*

❖ **Stamp on Designating Slip Sheet**

You can print the page number onto slip sheets when using the Designate function and the Page Numbering function together.

🖉 **Note**

❒ Default: *No*

❖ **Stamp Position**

P1, P2... Stamp Position: 1/5, 2/5... Stamp Position: –1–, –2–... Stamp Position: P.1, P.2. Stamp Position: 1, 2... Stamp Position: 1–1, 1–2...
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Superimpose**

You can have page numbers printed in white where they overlap black parts of the image.

🖉 **Note**

❒ Default: *No*

Input/Output

❖ **Switch to Batch (SADF)**

You can select to have the Batch or SADF function displayed when you press **[Special Original]**. See p.15 "Batch".

🖉 **Note**

❒ Default: *Batch*

❖ **SADF Auto Reset**

When you set one original at a time in the ADF, the Auto Feed indicator lights for a specified time after an original is fed, to show the ADF is ready for another original. You can adjust this time from 3 seconds to 99 in 1 second increments.

🖉 **Note**

❒ Default: *5 seconds*

❖ **Rotate Sort: Auto Paper Continue**

You can continue copying when paper of the required orientation has run out during rotate-sorting. See p.40 "Rotate Sort".

🖉 **Note**

❒ If you select **[No]** :
- When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

❒ If you select **[Yes]** :

- Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

❒ Default: *No*

❖ **Auto Sort**

You can specify whether the Sort function is selected when the machine is turned on, or the functions are cleared.

 Note

❒ Default: *No*

❖ **Memory Full Auto Scan Restart**

If memory becomes full while scanning originals, the machine will copy the scanned originals first, and then automatically proceed scanning remaining originals. You can enable or disable this function.

 Note

❒ If you select **[No]** :

- When memory becomes full, the machine stops operation, allowing you to remove the copies on the output tray.

❒ If you select **[Yes]** :

- You can leave the machine unattended to make copies, but sorted pages will not be sequential.

❒ Default: *No*

❖ **Select Stack Function**

Specify whether Stack or Rotate Sort has priority on the initial display.

 Note

❒ Default: *Stack*

❒ An optional finisher is required to use this function.

❖ **Letterhead Setting**

If you select **[Yes]** for this function, the machine rotates images correctly.

 Note

❒ Default: *No*

❒ Orientation-fixed (top to bottom) or two-sided paper might not print correctly depending on how the originals and paper are placed.

 Reference

When using letterhead paper, pay attention to the paper orientation. See "Orientation–Fixed Paper or Two-Sided Paper"in "Loading Paper", *General Settings Guide*.

Administrator Tools

❖ **Menu Protect**

You can prevent unauthenticated users from changing the user tools settings. For details, consult the administrator.

4

105

4

Combination Chart

The combination chart below shows which functions can be used together. The following tables explains the symbols used in the chart.

	means that these functions can be used together.
●	means that these functions cannot be used together. The second function selected will be the function you are working in.
×	means that these functions cannot be used together. The first function selected will be the function you are working in.

Made after you select (columns) / **Made before you select** (rows)

Made before ↓ \ Made after →	Mixed Sizes	Custom Size Originals	Original Orientation(Standard Orientation)	Auto Image Density	Manual Image Density	Auto Paper Select	Manual Paper Select	Copying from the Bypass Tray	Auto Reduce/Enlarge	Reduce/Enlarge	Create Margin Mode	Book	1 Sided→2 Sided / 2 Sided→2 Sided / 2 Sided→1 Sided	Combine	Book→2 Sided / Front & Back→2 Sided	Booklet	Magazine	Double Copies	Image Repeat	Margin Adjustment	Positive/Negative	Centring	Centre Erase	Border Erase	Background Numbering	Preset Stamp	Page Numbering / Date Stamp	Cover / Designate / Chapters	Slip Sheet	Sort	Stack	Staple	Store File
Mixed Sizes		×																															
Custom Size Originals	×			×																													
Original Orientation(Standard Orientation)									×					×																			
Auto Image Density																																	
Manual Image Density																																	
Auto Paper Select		●						●	●	●								●													●	●	
Manual Paper Select								●	●	●																							
Copying from the Bypass Tray						●	●		●	×	×		*1	×	×	×	×	×					×				×	×	×	×	*2	×	×
Auto Reduce/Enlarge						●		×		●											●												
Reduce/Enlarge								●																									
Create Margin Mode								×														×											
Book		×											●																×				
1 Sided→2 Sided / 2 Sided→2 Sided / 2 Sided→1 Sided								*1				●		●	●	●	●											*3	*1				
Combine								×					●		●	●	●	×	×									×					
Book→2 Sided / Front & Back→2 Sided		×						×					●	●		●	●	×	×									×	×				*5
Booklet								×					●	●	●		●	×	×									×	×				×
Magazine								×					●	●	●	●		×	×									*4	×				×
Double Copies								×						×	×	×	×		●									×	×				×
Image Repeat				×				×					●	×	×	×	×	●										×	×				×
Margin Adjustment																																	
Positive/Negative																																	
Centring								×			×																						
Centre Erase																																	
Border Erase																																	
Background Numbering																													×				
Preset Stamp								×																									
Page Numbering / Date Stamp								×																									
Cover / Designate / Chapters						×	×					×	*3		×	×	*4	×	×												●	*2	
Slip Sheet						×						×	*1	×	×	×	×	×	×					×						●	×	×	
Sort						*2																									*2	×	●
Stack																																	●
Staple								×																						×			
Store File								×							*5	×			×	×													

*1 not when making 2 Sided copies.
*2 not with Rotate Sort.
*3 not Cover with 2 Sided →1 Sided.
*4 not Designate with Magazine.
*5 not Front & Back → 2 Sided with Store File.

AHR040S

Supplementary Specifications

❖ **Mixed Size mode**

- Copying and scanning speed will be reduced.
- You can place originals of two different sizes at once.
- The weight range for originals placed with this function is $52 - 81$ g/m^2, 14 – 20 lb.

❖ **Bypass Tray Copy**

- The following paper sizes can be selected as standard sizes:
  A3▷, A4 ▯▷, A5 ▯ ▷, A6▷, B4 JIS▷, B5 JIS ▯ ▷, B6 JIS▷, Postcard▷, 11×17▷, $8^1/_2$×14▷, $8^1/_2$×11 ▯ ▷, $5^1/_2$×$8^1/_2$▷, $7^1/_4$×$10^1/_2$ ▯ ▷, 8×13▷, $8^1/_2$×13▷, $8^1/_4$×13 ▯, 11×14▷, 11×15▷, 10×14▷, 10×15▷, $8^1/_4$×14▷, 8×$10^1/_2$ ▯ ▷, 8×10 ▯ ▷, 8K▷, 16 ▯ ▷, $3^7/_8$"×$7^1/_2$"▷, $4^1/_8$"×$9^1/_2$"▷, C5 Env▷, C6 Env▷, DL Env▷
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See *General Settings Guide*.

❖ **Preset Enlarge/Reduce**

- The reproduction ratios the machine will select are 25 – 400% (25–200% when setting originals in the ADF).
- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied, or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

  ❖ **Metric version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4 JIS
115	B4 JIS→A3
93	--
82	F→A4, B4 JIS→A4
75	B4 JIS→F4, B4 JIS→F
71 (area reduced by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (area reduced by $^1/_4$)	A3→A5, F→A5
25	--

❖ **Inch version**

Ratio (%)	Original → Copy paper size
400 (area enlarged by 16)	--
200 (area enlarged by 4)	$5^1/_2" \times 8^1/_2"$→$11" \times 17"$
155 (area enlarged by 2)	$5^1/_2" \times 8^1/_2"$→$8^1/_2" \times 14"$
129	$8^1/_2" \times 11"$→$11" \times 17"$
121	$8^1/_2" \times 14"$→$11" \times 17"$
93	--
85	F→$8^1/_2" \times 11"$
78	$8^1/_2" \times 14"$→$8^1/_2" \times 11"$
73	$11" \times 15"$→$8^1/_2" \times 11"$
65	$11" \times 17"$→$8^1/_2" \times 11"$
50 (area reduced by $^1/_4$)	$11" \times 17"$→$5^1/_2" \times 8^1/_2"$
25	--

❖ **Zoom**

- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied, or margins will appear on copies.

❖ **Auto Reduce/Enlarge**

- You can place originals of different sizes in the ADF at once. See p.16 "Mixed size".

- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).

❖ **Size Magnification**

- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied, or margins will appear on copies.

- The machine selects reproduction ratios of between 25 - 400% (25-200% when placing originals in the ADF).

❖ **Directional Size Magnification**

- Reproduction ratios you can specify are between 25–400%.

- When entering a percentage ratio, you can specify any value within permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.

- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied, or margins will appear on copies.

❖ **Sort, Rotate Sort, Stack**

- Paper sizes and orientations that can be used with the Shift Sort and Stack functions are as follows:

	500-sheet finisher	1000-sheet finisher
Paper size and orientation	A3□, B4 JIS□, A4 □□, B5 JIS□, 11" × 17"□, 11" × 15"□ [*1], 11" × 14"□, 10" × 14"□ [*1], 10" × 15"□ [*1], $8^1/_2$" × 14"□, $8^1/_2$" × 13"□, $8^1/_2$" × 11" □□, 8" × $10^1/_2$" □, 8" × 10" □ [*1], $7^1/_4$" × $10^1/_2$"□ [*1]	A3□, B4 JIS□, A4 □□, B5 JIS□, 11" × 17"□, 11" × 15"□ [*1], 11" × 14"□, 10" × 14"□ [*1], 10" × 15"□ [*1], $8^1/_2$"×14"□, $8^1/_2$"×13"□, $8^1/_4$"×14"□, $8^1/_4$"×13"□, 8"×13"□, $8^1/_2$"×11" □□, 8" × $10^1/_2$" □□, 8" × 10" □□ [*1], $7^1/_4$" × $10^1/_2$" □□ [*1]

[*1] To place paper of sizes $7^1/_4$" × $10^1/_2$" □, 8" × 10" □□, 11" × 15"□, 10" × 14"□, and 10" × 15"□, use the paper tray 2 or the optional bypass tray.

- Paper sizes that can be used with the Sort function are as follows.

Metric version	A3□, B4 JIS□, A4 □□, B5 JIS □□, A5□
Inch version	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11" □□, $5^1/_2$" × $8^1/_2$"□

- Paper sizes that can be used with the Rotate Sort function are as follows.

Metric version	A4 □□, B5 JIS □□
Inch version	$8^1/_2$" × 11" □□

- When the number of copies exceeds capacity, remove copies from the tray.

- The number of copies that can be placed on the tray is as follows.

	Paper size and orientation	Paper capacity and weight
Internal tray	A4⊡⊡, B5 JIS⊡⊡, A5⊡⊡, B6 JIS⊡, A6⊡, Postcard⊡, $8^1/_2$" × 11"⊡⊡, $7^1/_4$" × $10^1/_2$"⊡⊡, $5^1/_2$" × $8^1/_2$"⊡⊡, 8" × $10^1/_2$"⊡⊡, 8" × 10"⊡⊡, 16K⊡⊡	500 sheets [*1] (80 g/m²) (20 lb.)
	A3⊡, B4 JIS⊡, 11" × 17"⊡, $8^1/_2$" × 14"⊡, 8" × 13"⊡, $8^1/_2$" × 13"⊡, $8^1/_4$" × 14"⊡, $8^1/_4$" × 13"⊡, 11" × 15"⊡, 11" × 14"⊡, 10" × 14"⊡, 10" × 15"⊡, 8K⊡	250 sheets [*2] (80 g/m²) (20 lb.)
	$3^7/_8$" × $7^1/_2$"⊡, $4^1/_8$" × $9^1/_2$"⊡, C5 Env⊡, C6 Env⊡, DL Env⊡	–
Internal tray 2 (1 bin tray)	A3⊡, B4 JIS⊡, A4⊡⊡, B5 JIS⊡⊡, A5⊡, 11" × 17"⊡, $8^1/_2$" × 14"⊡, 11" × 15"⊡ [*3], 11" × 14"⊡, 10" × 14"⊡ [*3], 10" × 15"⊡ [*3], $8^1/_2$" × 11"⊡⊡, $7^1/_4$" × $10^1/_2$"⊡⊡ [*3], $5^1/_2$" × $8^1/_2$"⊡, 8" × 13"⊡, $8^1/_2$" × 13"⊡, $8^1/_4$" × 13"⊡, 8" × $10^1/_2$"⊡⊡, 8" × 10"⊡⊡ [*3], $8^1/_4$" × 14⊡	125 sheets (80 g/m²) (20 lb.)
Shift sort tray	A4⊡⊡, B5 JIS⊡⊡, A5⊡⊡, B6 JIS⊡, A6⊡, $8^1/_2$" × 11"⊡⊡, $7^1/_4$" × $10^1/_2$"⊡⊡, $5^1/_2$" × $8^1/_2$"⊡, 8" × 10"⊡⊡	250 sheets (80 g/m²) (20 lb.)
	A3⊡, B4 JIS⊡, 11" × 17"⊡, $8^1/_2$" × 14"⊡, 8" × 13"⊡, $8^1/_2$" × 13"⊡, $8^1/_4$" × 13"⊡	125 sheets (80 g/m²) (20 lb.)
500-sheet finisher	A4⊡⊡, B5 JIS⊡, $8^1/_2$" × 11"⊡⊡, 8" × $10^1/_2$"⊡	500 sheets (80 g/m²) (20 lb.)
	A3⊡, B4 JIS⊡, 11" × 17"⊡, 11" × 14"⊡, $8^1/_2$" × 14"⊡, $8^1/_2$" × 13"⊡	250 sheets (80 g/m²) (20 lb.)
1000-sheet finisher	**Finisher upper tray** A4⊡⊡, B5 JIS⊡⊡, A5⊡⊡, B6 JIS⊡, A6⊡, Postcard⊡, $8^1/_2$" × 11"⊡⊡, $7^1/_4$" × $10^1/_2$"⊡⊡ [*4], $5^1/_2$" × $8^1/_2$"⊡, 8" × $10^1/_2$"⊡⊡, 8" × 10"⊡ [*4]	250 sheets (80 g/m²) (20 lb.)
	A3⊡, B4 JIS⊡, 11" × 17"⊡, 11" × 15"⊡ [*4], 11" × 14"⊡, 10" × 14"⊡ [*4], 10" × 15"⊡ [*4], $8^1/_2$" × 14"⊡, 8" × 13"⊡, $8^1/_2$" × 13"⊡, $8^1/_4$" × 13"⊡, $8^1/_4$" × 14⊡	50 sheets (80 g/m²) (20 lb.)
	Finisher shift tray A4⊡⊡, B5 JIS⊡⊡ [*5], $8^1/_2$" × 11"⊡⊡, $7^1/_4$" × $10^1/_2$"⊡, 8" × $10^1/_2$"⊡⊡	1000 sheets (80 g/m²) (20 lb.)
	A3⊡, B4 JIS⊡, 11" × 17"⊡, 11" × 14"⊡, $8^1/_2$" × 14"⊡, 8" × 13"⊡, $8^1/_2$" × 13"⊡, $8^1/_4$" × 13"⊡, $8^1/_4$" × 14⊡	500 sheets (80 g/m²) (20 lb.)

[*1] 250 sheets when the optional bridge unit is installed.
[*2] 125 sheets when the optional bridge unit is installed.
[*3] To place paper of sizes $10^1/_2$" × $7^1/_4$"⊡, 8" × 10"⊡⊡, 11" × 15"⊡, 10" × 14"⊡, and 10" × 15"⊡, use the paper tray 2.
[*4] To place paper of sizes $10^1/_2$" × $7^1/_4$"⊡, 8" × 10"⊡⊡, 11" × 15"⊡, 10" × 14"⊡, and 10" × 15"⊡, use the paper tray 2 or the optional bypass tray.
[*5] B5 JIS⊡ cannot be shifted.

- When selecting the Sort, Stack, or Staple functions, copies of some sizes can be made by feeding the paper from tray 2 or the optional bypass tray. See p.40 "Sort", See p.42 "Stack", See p.43 "Staple".
- When using the Rotate Sort or Staple function, the capacity may be reduced.

❖ **Staple**
- The following type of paper cannot be stapled:
  - Postcards
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Thick paper
  - Thin paper
  - Curled paper
  - Paper of low stiffness
  - Paper of mixed sizes
- The Staple function is not available for mixed size originals. When using Mixed Size with the staple function, select Auto Reduce/Enlarge. See p.36 "Auto Reduce/Enlarge".
- When using the Double Copies, and **[1 Sided→1 Sided]**, **[1 Sided→2 Sided]**, **[2 Sided→1 Sided]**, or **[2 Sided→2 Sided]** with the Combine function, select ▯ original for ▯ copy and ▱ original for ▱ copy.
- When using the Double Copies, and **[1 Sided 2 Pages→ Combine 1 Side]** or **[1 Sided 4 Pages→ Combine 2 Side]** with the Combine function, select ▯ paper for ▱ original and ▱ for ▯ original.
- When using **[Left 2]** or **[Top 2]** with the Double Copies function, or **[1 Sided→1 Sided]**, **[1 Sided→2 Sided]**, **[2 Sided→1 Sided]**, or **[2 Sided→2 Sided]** with the Combine function, select ▯ paper for ▱ original and ▱ paper for ▯ original.

112

- When using this function, the following limitations apply. When the number of copies exceeds tray capacity, copying stops. When this happens, remove copies from the shift tray, and then resume copying.

	Paper size	Stapler capacity
500-sheet finisher	A3$\Box$, B4 JIS$\Box$, 11" × 17"$\Box$, 11" × 15"$\Box$, 11" × 14"$\Box$, 10" × 14"$\Box$, 10" × 15"$\Box$, $8^1/_2$" × 14"$\Box$, $8^1/_2$" × 13"$\Box$	20 sheets (80 g/m^2)
	A4$\Box$ $\Box$, B5 JIS$\Box$, $8^1/_2$"×11"$\Box$ $\Box$, 8"×$10^1/_2$"$\Box$, 8" × 10"$\Box$, $7^1/_4$" × $10^1/_2$"$\Box$	30 sheets (80 g/m^2)
1000-sheet finisher	A3$\Box$, B4 JIS$\Box$, 11" × 17"$\Box$, 11" × 15"$\Box$, 11" × 14"$\Box$, 10" × 14"$\Box$, 10" × 15"$\Box$, $8^1/_2$" × 14"$\Box$, $8^1/_2$" × 13"$\Box$, $8^1/_4$" × 14"$\Box$, $8^1/_4$" × 13"$\Box$, 8" × 13"$\Box$	30 sheets (80 g/m^2)
	A4$\Box$ $\Box$, B5 JIS$\Box$ $\Box$, $8^1/_2$"×11"$\Box$ $\Box$, 8"×$10^1/_2$"$\Box$ $\Box$, 8"×10"$\Box$ $\Box$, $7^1/_4$"×$10^1/_2$"$\Box$ $\Box$	50 sheets (80 g/m^2)

[1] To load paper of sizes $7^1/_4$" × $10^1/_2$"$\Box$, 8" × 10" $\Box$ $\Box$, 11" × 15"$\Box$, 10" × 14"$\Box$, and 10" × 15"$\Box$, use paper tray 2.

- In the following cases, copies are delivered to the shift tray without stapling:
  - When the number of sheets for one set is over stapler capacity.
  - When memory reaches 0% during copying.
  - When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying.
- You cannot change stapling positions during copying.
- When the original image is rotated, staple orientation changes by 90°.
- The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2$" × 11"

- When using **[Left 2]** or **[Top 2]** with the Combine function, Double Copies, or Auto Reduce/Enlarge, the "Blank part will appear. Check orientation.." message may appear. If this happens, change the paper orientation.
- When **[Left 2]** or **[Top 2]** is selected, the following settings are useful to rotate images appropriately:
  - Auto Reduce/Enlarge or Auto Paper Select
  - With image rotation in Auto Tray Switching of User Tools

113

❖ **Duplex**

- You cannot use the following copy paper with this function:
  - Paper smaller than A5 ▯, $5^1/_2$" × $8^1/_2$" ▯ (possible on A5 ▭, $5^1/_2$" × $8^1/_2$" ▭)
  - Paper thicker than 90 g/m^2, 24 lb.
  - Paper thinner than 64 g/m^2, 20 lb.
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Postcards
- If you place an odd number of 1-sided originals in the ADF, the reverse side of the last page is left blank.
- When original images are copied, the images are shifted by the width of the binding margin.
- By default, a binding margin is made on the back side.
- The following paper sizes can be duplex printed: A3 ▭, B4 JIS ▭, A4 ▯▭, B5 JIS ▯▭, A5 ▭, 11" × 17" ▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▯▭, 11"×15" ▭, 11"×14" ▭, 10"×14" ▭, 10"×15" ▭, $8^1/_2$"×13" ▭, 8"×14" ▭, $8^1/_4$"×13" ▭, 8"×13" ▭, 11"×$8^1/_2$" ▯, 8"×10$^1/_2$" ▭, 8"×10" ▭, 10"×8" ▯, $7^1/_4$"×10$^1/_2$" ▭, 10$^1/_2$"×$7^1/_4$" ▯, $5^1/_2$"×$8^1/_2$" ▭

❖ **Combine**

- When using this function, the machine selects the reproduction ratio automatically. This ratio depends on copy paper sizes and the number of originals.
- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with certain ratios, parts of the image might not copy.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.
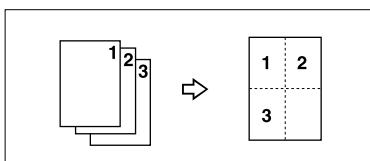
❖ **Booklet/Magazine**

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with certain ratios, parts of the image might not copy.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- You cannot copy using originals that are different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- When using the Magazine function, copying may take some time after scanning originals.

❖ **Image Repeat**

Depending on paper size, ratio, and orientation, parts of repeated images may not copy.

❖ **Centring**

Though the original is set to a different orientation from the paper, the machine will not rotate the image by 90° (Rotated Copy).

❖ **Erase**

The erased margin width varies depending on the reproduction ratio.
If the size of the original is different to the sizes listed in the following chart, the erased margin might be shifted:

- Metric version

Original location	Paper size and orientation
Exposure glass	A3�ï, B4 JIS⊏, A4 ⊓⊏, B5 JIS ⊓⊏, A5⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 13"⊏
ADF	A3⊏, B4 JIS⊏, A4 ⊓⊏, B5 JIS ⊓⊏, A5 ⊓⊏, $8^1/_2$" × 13"⊏

- Inch version

Original location	Paper size and orientation
Exposure glass	11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11" ⊓⊏, 10" × 14"⊏, 8" × 10"⊏
ADF	11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11" ⊓⊏, 10" × 14"⊏, $5^1/_2$" × $8^1/_2$"⊏

115

❖ **Margin Adjustment**

- If you set the binding margin too wide, part of the image may not copy.
- When making copies using the Combine function, the binding margin is added to copies when combination is complete.
- When **[2 Sided → 1 Sided]** is selected, set the binding margins for the original's front and back pages.

❖ **Background Numbering**
The numbers appear to overlap areas of the copied image in some places.

❖ **Preset Stamp**

- You can change the stamp's size and density with User Tools. Depending on the setting, colour density may change.
- Depending on paper size, if you change the stamp size, parts of the stamp might not print.

❖ **Date Stamp**
If you use this function with the Combine, Magazine, or Booklet function, the page is stamped as follows.
- With the Combine function

AHR019S

- With the Magazine or Booklet function

AHR020S
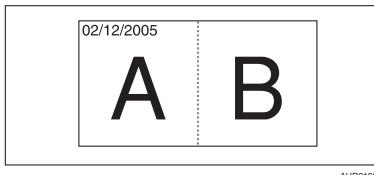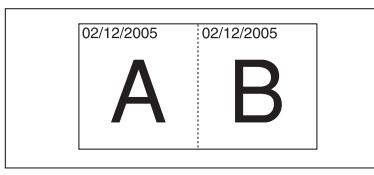
❖ **Page Numbering**

When you use this function with the Combine function, page numbers are printed as follows:

- Page Numbering per original:
  With 1 Sided/2 Sided using the Combine function
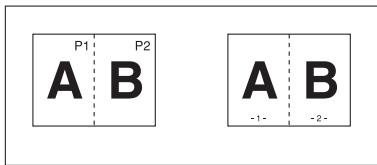
P1   P2
A : **B**   **A** : **B**
- 1 -   - 2 -

GCANPE0E

With the Magazine or Booklet function

P4   P1
D : **A**   **D** : **A**
- 4 -   - 1 -
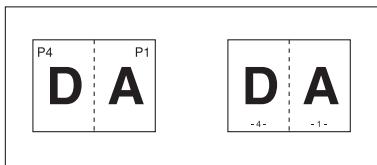
GCANPE1E

- Page Numbering per copy:
  With 1 Sided/2 Sided using the Combine function

P1
A : **B**   **A** : **B**
- 1 -
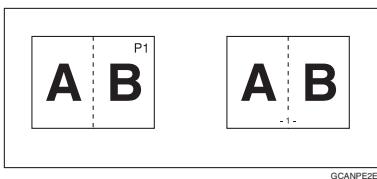
GCANPE2E

If you use this function with the Duplex (Top to Top) function and select [P1, P2] or [1/n, 2/n], page numbers on the back are printed as follows:

P1   P2
A   **B**
1   2
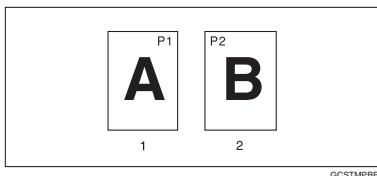
GCSTMPBE

1. **Front**

2. **Back**

❖ **Front Cover, Front/Back Cover**

- If Blank is selected, the cover is not counted as one copy.
- Front and back covers are copied two-sided depending on the Display Time settings made in Cover Sheet Tray of User Tools (System Settings).
    - If At Mode Selected is selected in Display Time, settings made in Cover Sheet Tray have priority.
    - If Full Time is selected in Display Time , settings made in Paper Type have priority.
    See "Paper Type"and "Cover Sheet Tray"in "Tray Paper Settings", *General Settings Guide*.

❖ **Designate**

If the Combine function ("1 Sided→2 Sided") is selected, designated page numbers appear on the front of copies, in the same way as with the Chapters function.

❖ **Slip Sheets**

If you do not copy onto slip sheets, they are excluded from the number of copies counted.

INDEX

MEMO

MEMO

AE AE B209-6608

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

Trademark

Acrobat® is a registered trademark of Adobe Systems Incorporated.

Operating Instructions   Copy Reference

B2096608